جامعة الخليج الطبية
GULF MEDICAL UNIVERSITY
ACADEMIC HEALTH CENTER

GMU-POL-S05-004 - Leave Policy

Standard 05: Faculty and Professional Staff

Process Owner	Vice Chancellor Academics
Prepared by	HR department
Reviewed by	Vice Chancellor Academics
BOT Approval	Approved
First Issue Date	01/01/2014
Last Review Date	20/12/2022

Modification History

Policy / Version Number	Date	Revision Summary
1.1	01.01.2019	Format changed with inclusion of document control information
1.2	20.12.2022	The policy owner is changed to be the Vice Chancellor Academic Types and regulations of leaves have been revised to be more comprehensive

Relevant to

Chancellor, Vice Chancellor Academics, Deans, Department Heads, All Faculty & Staff and Administrators with HR responsibilities.

Used with

Attendance Policy, Compensation & Benefits Policy.

Purpose and Scope

The purpose of the Leave Policy is to clarify the types and combinations of leaves that the employees can avail. The policy is applicable to all full-time employees.

Abbreviations and Definitions

- **UAE:** United Arab Emirates
- **HR:** Human Resources
- **HOD:** Head of the Department

Policy

3.1. LEAVE TYPES & DETAILS

The following are the types of leaves which are to be applied and approved in the online portal prior to availing it:

Sr. No	Type of Leave	No of Days	Carry Forward	Leave Rules & eligibility
1	Annual Leave	30 (full pay) Each calendar year.	Yes (subject to employer approval)	1.1 Annual leave- 30 days entitlement in each calendar year. 1.2 Annual leave will be processed according to full salary and paid upon availing the same. 1.3 Accrual will be calculated @2days for each month for the first 11 service months and the remaining 8 days will be added on the 12th service month. 1.4 After completion of 1 year of service the annual leave will be accrued at the rate of 2.5 days per

Sr. No	Type of Leave	No of Days	Carry Forward	Leave Rules & eligibility
				month. 1.5 Annual leave can be availed as soon as the accrual starts. 1.6 Annual leave has to be availed by the employee in the year of entitlement itself. 1.7 The employer may specify the dates of these leaves according to work requirements and in agreement with the worker, or grant them alternately among the establishment's workers, in order to secure its work progress. The employer shall notify the worker of the specified date for his leave within a sufficient time of not less than a month. 1.8 Annual leave can be applied even for 1 day but with prior approval only. 1.9 Annual leave can be applied in advance provided the employee has completed at least 1 service year. 1.10 Advance annual leave if availed then the maximum leave days should not exceed 30 when combined with the current annual leave balance. 1.11 Weekly Off/ Public Holiday can be clubbed and not counted as Annual Leave when at the beginning or at the end of the annual leave. 1.12 Intervening public holidays or weekly offs shall be considered as part of annual leave. 1.13 If because of the work requirement an employee rejoins early before the lapse of approved annual leave period, the number of days will be added in the leave calculations upon correcting the initial leave. 1.14 Annual leave can be clubbed with any type of Leave but cannot be clubbed with Sick Leave. 1.15 In case of illness during the annual leave, it will be considered part of the annual leave. 1.16 Penalty imposed by visa issuing authority for late coming shall be debited to the employee. 1.17 Any unpaid leave of more than 5 days during the calendar year will affect the annual leave accrual proportionately. 1.18 Employees who join in the current calendar year can carry forward annual leave till the end of next calendar year. 1.19 Employee shall be entitled to a wage for the accrued leave days if he quits the work before using them, regardless of the leave duration, with respect to the period for which he did not obtain his leave. He shall also be entitled to receive leave wage for parts of the year in proportion to the period he spent in work and it shall be calculated according to the basic wage.
2	Sick Leave	15 (full pay) +30 (half pay) + 45 (unpaid) Each service year.	No	2.1 Entitled to sick leave not exceeding 90 days either continuous or intermittent, per service year. 2.2 The first 15 days with full pay. 2.3 Following 30 days with half pay 2.4 The subsequent 45 days without pay. 2.5 Sick leaves require a medical certificate from respective health authorities. 2.6 Sickness information should be provided to the line manager and HR not exceeding 3 working days 2.7 Sick leave during Probation will be unpaid. 2.8 Employee will not be entitled to Paid Sick leave if the illness directly arises from his/her ill behavior.

Sr. No	Type of Leave	No of Days	Carry Forward	Leave Rules & eligibility
				2.9 Employee can travel to home country during Approved Sick leave (minimum 7 days). 2.10 One day Sick Leave without certificate can be availed once in 3 months.
3	Maternity Leave	45 (full pay) +15 (half pay)	No	3.1 Eligible for 60 Calendar Days; first 45 days full pay and next 15 days half pay 3.2 45-days additional leaves as unpaid can be availed if medical certificate is provided to justify pregnancy related sickness. 3.3 Extended unpaid days are not included in the service term. 3.4 Eligible for delivery/still birth/miscarriage after 6 months of pregnancy. 3.5 In case of sick child or child of determination as determined in the medical report, employee will be eligible for leave of thirty (30) days with full pay starting after the end of the maternity leave and another (30) thirty days without pay. 3.6 Annual leave can be combined with Maternity Leave. 3.7 Female employees must inform the line manager about their leave plan in the third month of pregnancy and submit maternity leave application along with medical certificate. 3.8 If the female worker works for another employer during the period of her leave as authorized , then the employer will deprive her of her wages for the leave period or redeem what he has paid to her. 3.9 Nursing Break: 1 or 2 nursing breaks of not exceeding one hour per day for a period of 6 months from the date of birth.
4	Parental Leave	5 (full pay)	No	4.1 Can be availed by either father or mother who has a newly born child for a period of 5 days. 4.2 Subject to submission of birth certificate. 4.3 Can be availed continuous or intermittent. 4.4 Must be taken within 6-months from the date of childbirth.
5	Bereavement Leave	3 to 5 (full pay)	NA	5.1 Five (5) days in case of death of Spouse, starting from the date of death. 5.2 Three (3) days in case of death of mother, father, son, brother, sister, grandson, grandfather or grandmother, starting from the date of death.
6	Study Leave	10 (full pay)	No	6.1 Eligible if enrolled in an educational institution approved in UAE. 6.2 Only during the examination time and he/she should submit the proof. 6.3 Employee should have minimum 2 years of service to avail study leave.
7	Business Travel Leave	NA	NA	7.1 All international business tour plans are based on approval from COO/ Chancellor/ GM/ Director/ CHRO. 7.2 Business Travel leave should be applied and approved at least 03 days in advance. 7.3 It will be part of service year 7.4 Employees working on Public Holidays/ Weekly Offs during their Business Tour are eligible for Comp Off if not availed during the Tour. The same has to be notified to the HR and Line Manager.
8	Paid Conference Leave	07/10 – faculty, 05 – Doctors Each service	No	8.1 All Conference participation must be recommended by Head of Department and approved by MD/COO/ Chancellor.

Sr. No	Type of Leave	No of Days	Carry Forward	Leave Rules & eligibility
		year.		8.2 Paid Conference leave entitlement in each service year. 8.3 Subject to submission of Certificate of Attendance/ Completion. 8.4 Cannot be encashed/ carried forward. 8.5 Employees with staff type as Faculty can avail 07 days of Conference Leave after six months of service in an academic year (September to August) and 10 days can be availed after completion of 1 Year of service. 8.6 Other Staff (Medical Licensed- Doctors only) can avail maximum of 05 days after completion of Probation period. 8.7 Maximum duration of a leave is 05 days at a stretch. 8.8 Reimbursement of Registration fee in full for one accredited conference, once a year Travel and hotel expenses, once a year, subject to presenting an original paper in the conference relating to work conducted in GMU with due approval. 8.9 Registration fee in full plus 50% of the cost of air tickets and hotel expenses subject to a maximum AED. 2500/- in a year in case the employee is invited to participate as Chairman / Speaker / Resource person / Organizer / Moderator. A copy of the scientific program displaying his/ her name must be submitted as evidence. Prior approval must be sought before accepting the invitation. 8.11 Registration fee in full plus 100% of the cost of air tickets and hotel expenses subject to a maximum of AED. 5000/- in a year, in case the employee is to present an original paper in the conference relating to work conducted in GMU. Documents of evidence must be submitted for the same. 8.12 Can be combined with annual leave. 8.13 Part of service days
9	Unpaid Conference Leave	5 (unpaid) Each service year.	No	9.1 All Conference participation must be recommended by Head of Department and approved by MD/COO/ Chancellor. 9.2 Unpaid Conference leave entitlement in each service year. 9.3 Subject to submission of Certificate of Attendance/ Completion. 9.4 Cannot be carried forward. 9.5 Can be combined with annual leave. 9.6 Part of service days
10	Hajj Leave	30. (unpaid)	No	10.1 Employee following Islam religion shall be granted, once in the course of his period of service, special leave without pay for the purpose of fulfilling the obligation to make to the pilgrimage. 10.2 Subject to submission of proof of travel. 10.3 Part of service days
11	Umrah Leave	10. (unpaid)	No	11.1. Employees following Islam religion shall be granted Umrah leave up to 10 days in each calendar year without pay. 11.2. Subject to submission of proof of travel. 11.3. Umrah leave days will not be included in the service days of the employee for the calculation of service benefits or end of year accruals.
12	Emergency	10 (unpaid)	No	12.1. Emergency leave can be availed up to a

Sr. No	Type of Leave	No of Days	Carry Forward	Leave Rules & eligibility
	Leave	Each calendar year.		maximum of 10 days in each calendar year. 12.2. Deduction of salary/ allowance shall be on a pro-rata basis for the number of Emergency leave days taken.
13	Outdoor Duty	-	NA	13.1 Employees required to visit other locations of Thumbay Group or Travel Local for official purpose are required to apply Outdoor Duty through Oracle. 13.2 Visited Venue, Purpose and Time of the Tour/Visit are required to be mentioned while applying Outdoor Duty. 13.3 All such Local Travels/ Official tour/ Visits shall require prior approval from Line Manager.
14	Compensatory Off	-	No	14.1 Employees working on Public Holidays/ Weekly Offs are eligible for Comp Off, subject to prior notification to HR Department and the respective HOD. 14.2 Both Punch In & Punch Out are mandatory for availing the Comp Off. 14.3 Comp Off shall be availed within 90 working days from the Public Holiday/ respective Weekly Off. 14.4 Comp off cannot be clubbed and taken together for more than 07 days. 14.5 Comp Off must be applied sanctioned by the Line Manager minimum 03 days prior to proceeding for leave.
15	Public Holidays	As announced by UAE govt. for private sector	NA	15.1 Public Holidays are full paid Leave 15.2 It can be availed as announced by the company based on the UAE govt. announcement for private sector 15.3 Public holidays or weekly offs can be prefixed or suffixed with a leave period provided that the employee works on the previous day of the commencement of leave/the immediate next day of leave. 15.4 Public holidays falling between the annual leave periods will be considered as part of annual leave.

3.2 Scheduling Paid Leave / Annual Vacation

At all times, in determining Paid Leave Scheduling, the operational requirements of the department must be considered. Leaves will be scheduled according to the needs of the college as well as the employees. Leave application during examinations and other important events in the College shall not be entertained.

It is the HOD's responsibility to ensure leave planning well in advance by staff in order to accommodate leave requirements of staff as well as support the ongoing operational needs of the department. Leave plan should take into account the following.

All employees must be treated equally when considering allocation of the more desirable leave seasons. Leave schedule should be designed such a way that department operations do not suffer, and adequate staff coverage is provided at all times.

3.3 Extension of Leave Period

In case of any extension of the leave period due to an emergency or any unforeseen circumstances, the applicant shall obtain get prior consent from the Chancellor not less than 5 days before the end date of the approved leave. The need for extension and circumstances shall be communicated to HR Department by email seeking approval for the same. email: hr@gmu.ac.ae)

The extended leave period shall be treated as unpaid leave unless otherwise approved by the management. If the Applicant fails to resume duty as per the Leave Approved, the management has the right to evoke disciplinary action including dismissal.

Any official holidays falling within a leave period shall be considered as part of the leave.

3.4 Returning from Leave

All Employees shall be required to resume work on their scheduled day of return from leave. They may report to the HR Department and resume duty, if resumption is as originally scheduled. (Please see HR Manual for more details).