

Leave Policy



**CMH Lahore Medical College
Institute of Dentistry**



A. Muhammad

Principal / Chief Executive

[Signature]

Vice Principal / Dy Chief Executive

[Signature]

Dean - IOD

1. Casual Leave (C/L)

Ser	Designation	Entitlement per yr	Leave allowed at a stretch	Sanctioning Authority
a	Executives, Directors, Faculty, Teaching Staff, Managers & Officers	24	5	Principal / Dean IOD
b	FCPS Trainees (as per CPSP rule)	15	3	Principal / Dean IOD
c	Supervisor level (Adm)	15	3	Dir Adm
d	Lower Managerial & Tech (Adm, Accts, HR, Inventory, Medical Edu, IT, library, Maintenance)	15	5	HOD / DME / Asst Dir
e	Technical & Lower Managerial Staff (MBBS/BDS-Clinical)	15	3	HOD
f	Technical & Lower Managerial Staff (MBBS/BDS-Basic Sciences)	10	3	"
g	Security Guard, CCTV Operator & Staff Car Driver	12	2	Asst Dir Adm & Coord / CSO

Note:

- Balance of C/L will not be carried forward to the next contractual year.
- C/L is a privilege and cannot be claimed as a matter of right.
- Under special circumstances, HOD can recommend up to 10 days C/L at one time.

2. Maternity Leave (M/L)

All female employees of CMH Lahore Medical College, Institute of Dentistry and Institute of Nursing are entitled to 45 days paid Maternity leave as under:-

- Two paid M/Ls during 10 yrs of continued service. 1st paid M/L after 2 yrs of service. 2nd paid M/L after 5 yrs of service. 3rd / 4th M/L without pay.
- M/L will be calculated from EDD. If an employee avails M/L before EDD (on medical grounds), she will have to join after 45 days or take unpaid leave.
- If EDD falls during summer vacation, paid M/L will be counted from the date of delivery.
- FCPS Trainees** are entitled to 90 days paid maternity leave during whole training as per CPSP rule.


Principal / Chief Executive


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3. Other Types of Leave

Ser	Nature of leave	Category	Entitlement	Remarks
a	Academic leave / Leave on duty	Executives & Faculty	20 days	After 20 days, balance from C/L will be counted
b	Study leave	Faculty & teaching Staff	After 2 yrs of service	As per request. Rejoining of employee will be considered after acquiring higher qualification on availability of slot
c	Medical leave (in case of accident / operation/ chronic disease etc)	All Employees	90 days on recommendation by Board (HOD Medicine, Surgery & Pathology)	30 days full pay, 60 days half pay
d	Ex-Pakistan Leave / Leave without pay	All Employees	-	As per request
e	Short leave	All Employees	3 leaves (in a month) = 1 C/L	Duration max 3 hours
f	Compensatory leave	Security Guard, & CCTV operator	4 per month	-
		Staff car Driver	3 per month	

4. Earned Leave. Will be granted as under, at the discretion of HODs:-

Ser	Departments	Entitlement	Remarks
a	Departments availing 30 days summer vacations (Basic Sciences MBBS / BDS)	15 days	-
b	Departments availing 15 days summer vacations (Clinical Sciences MBBS / BDS)	30 days	50% staff will remain available
c	Departments not availing summer vacations (Institute of Nursing and Management)	30 days	-

Note:

- E/L can be availed in parts and cannot be taken in advance.
- E/L can be accumulated for two consecutive years only.
- E/L cannot be granted during (resignation) notice period.
- However, E/L can be combined with C/L on extreme compassionate ground with prior approval of Principal / Chief Executive.



Principal / Chief Executive



Vice Principal / Dy Chief Executive



Dean - IOD