

Allow Remote Working Policy



Leave Policy

1.6 Maternity Leave

Female employees may avail ninety (90) calendar days of paid (basic pay) maternity leave. Leaves over & above 90 calendar days will be considered as leave without pay and may be granted by the relevant authority. *Maternity leave* shall only be available twice during the entire length of service. Female faculty members who are to take their maternity leaves during the semester shall be required to go on leave without pay for the remaining semester over and above the 90 calendar day period.

1.7 Hajj Leave

Employees will be eligible to avail eighteen (18) calendar days leave once in full service to perform Hajj. The employee should be working with the University for a minimum period of 5 years. If an employee requires additional days, they can use their annual leaves balance or be on leave without pay.

1.8 Duty Leave

Employees may apply for duty leave, which will be subject to approval. This leave is for official leave use only.

1.9 Other Leave

Employees may apply with plausible reason for leaves that are not being classified in the above leave type. These leaves will be considered as leave without pay. Duration of the leave will be as approved by the relevant authority.