



Document Name:	Policy for Maternity Leave
Document Number:	DUHS / REG/ SOP / 07

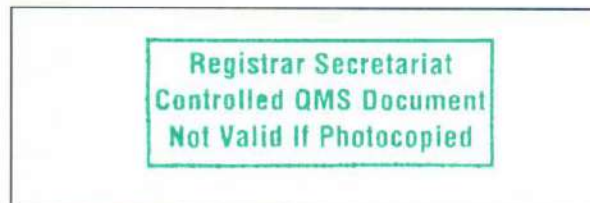
DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy for Maternity Leave of Employees (CLAUSE 1.1 OF ISO 9001:2008)

	NAME	DESIGNATION	SIGNATURE	DATE
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TERMS AND DEFINITION

TERMS	DEFINITION
Maternity Leave	A period of absence from work granted to a mother before and after the birth of her child.



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LIST OF ABBREVIATIONS

DUHS -Dow University of Health Sciences

HR- Human Resource Department

HOD- Head of Department

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1. PURPOSE:

The purpose of this Policy Document is to describe Leave Policies and Procedures at DUHS. The Policy document is designed to facilitate the staff and faculty of DUHS and to ensure smooth functioning of the organization.

2. SCOPE:

The scope of this policy is to facilitate DUHS staff and faculty. Maternity Leave is a temporary absence from an employee's position and applies to expectant or new mothers who require time off for pregnancy, childbirth and childcare. All female employees working only on regular basis are entitled to maternity leave after a certain time of service specified by the law. Leave shall be applied for, expressed and sanctioned to an employee by the Competent Authority in terms of days.

3. POLICY STATEMENT:

3.1. Maternity Leave

- a. Maternity leave may be granted on full pay, outside the leave account for a period of ninety days, and the leave after that day or the period exceeding ninety days that day shall be treated as leave admissible to and desired by the University employee.
- b. Such leaves may not be granted for more than three times in the entire service of a female employee except in the case of a female employed in a vacation department who may be granted maternity leave without this restriction.
- c. Female employee must submit an undertaking before going on maternity leaves.
- d. Provided that in the case of an employee in department other than a vacation department earned leave may be granted instead of the maternity leave after the third maternity.

3.2. Assumption of Charge On Return from Leave

- a. An employee, on return from leave, shall report for duty to the authority that sanctioned her leave and assume charge of the post to which she is directed by that authority.
- b. In case an employee is directed to take charge of a post a station other than that from where she proceeded on leave, travel expenses as on transfer shall be payable to her.
- c. No employee who has been granted leave on medical certificate may not return to duty without first producing a medical certificate of fitness.

3.3. Leave to Lapse

All leave at the credit of an employee shall lapse when she quits University service.

4. PROCEDURE:

- a. Employees will submit requests for all leave to their HoD/ Principal/Director using the DUHS leave request form. The HOD/Principal/Director will either approve or disapprove the leave request and submit to Human Resources Department.
- b. Employees will not take leave without approval from their HoD/ Principal/Director.
- c. Human Resources Department will ensure official attendance and leave requests reflecting the same period of absences and will maintain both on file. They will serve as supporting documentation for any audits.
- d. On receipt of an application for grant of leave, the admissibility thereof shall, as far as



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- possible, be assessed from the leave account maintained by the Human Resource Department, before the leave is granted.
- e. Leave under this may be granted by the Competent Authority or by an officer authorized by him/her to do so.
 - f. In case where all the applications for leave cannot, in the interest of public service, be sanctioned simultaneously, the Competent Authority may spare as many applicants as he deems fit, and shall give priority to –
 - i. The applicants who were last recalled compulsorily from leave; and
 - ii. The applicants who were required to make adjustment in the timing of their leave on the last occasion to the instant time.

5. RELATED DOCUMENTS:

5.1. ACT OF DUHS, 2004

5.2. STATUTES OF DUHS

6. RELATED RECORDS:

6.1. HR Database record



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6.2. Leave Request Form



Dow University of Health Sciences, Karachi

Baba-e-Urdu Road, Karachi-74200, Pakistan.
Tel # 92-21-9215754-57 Fax # 92-21-9215753 Website: www.duhs.edu.pk

LEAVE APPLICATION FORM

Employee ID: _____

Name: _____ Designation: _____

Directorate: _____ Department: _____

Nature of Leave: _____ No. of Days: _____

Period of Leave: From _____ To _____

Reason of Leave: _____

Address during leave: _____

The undersigned undertake to abide all rules and regulations and to resume the duty after availing above duty and rejoin duty at any time, if recalled due to esigency of service before the expiry of leave. I further undertake that I will not apply for extension of leave except under unavoidable / un-controllable circumstances as aadmissible under the rules.

Date: _____ Applicant Signature _____

Remarks by Officer Incharge Section

- Recommended
- Not-recommended

Signature: _____
Name: _____
Designation: _____

Date: _____

Remarks by Officer Incharge Section

- Recommended
- Not-recommended

Signature: _____
Name: _____
Designation: _____

Date: _____

Remarks by Officer Incharge Section

- Recommended
- Not-recommended

Signature: _____
Name: _____
Designation: _____

Date: _____