

Guidelines for Leave

By the order of the Governing Body of Allama Iqbal College, Biharsharif, the following principles regarding leave are decided:

Leave is not a matter of right. It is dependent on both the employee and the college's convenience.

In order to get C.L, S.L, E.L, D.L and Medical Leave approved, you must apply for them at least 24 hours before the leave begins, except in situations of emergency where a genuine and reasonable justification is required. Doing this is essential and in the interest of education so that the administration can arrange substitutes for the proper and efficient functioning of the college.

Going on leave without approval of leave will be considered a matter of indiscipline and will be considered as an absent. This will be a final decision and will not be up for reconsideration. No work no pay principal will apply.

This is to inform that to get approval for E.L, appropriate reasons must be submitted in written. It is only upon approval that you can go on leave.

Application for E.L must be for a minimum of 3 days.

However, if you have no C.L left in a year, 1-day E.L can be applied for.

S.L cannot be taken to extend leave from the list of holidays in the academic calendar or an already approved leave.

C.L is earned on the basis of monthly duty. For example, duty for 3 months will earn you 3 days of C.L. You can apply for 3 days C.L at the end of this period or 1 C.L per month basis as per your convenience but you cannot apply for 4 or more days C.L because it is not earned without duty.

Medical leave can be applied for on attaining a medical record of treatment from a MBBS doctor which advises rest. If upon the advice of a doctor any medical tests are undertaken, a copy of the report should be submitted. A fitness certificate must also be submitted at the end of medical leave. In conscious position, you can apply for Medical leave online and inform the management of the same.

House rent is paid to employees to live within the parameters of Biharsharif Municipal Corporation and if you wish to live outside it, you must attain prior approval to leave the station from the college.

This decision shall come in effect from 21-11-2023.