

CHAPTER 6 - WORKING HOURS, LEAVE, AND OVERTIME REGULATION

6.1. WORK SCHEDULE FOR EMPLOYEES

Effective leave management is essential for maintaining productivity and ensuring that operational needs are met. This policy outlines the procedures and responsibilities related to leave applications, emphasizing the importance of proper communication and adherence to established protocols.

Table 9 – Working Hours for Each Employment Category

Employee Type Categories	Hours	Days
Permanent Faculty	40	5
Regular Contract Faculty*	40	5
Professor of Practice (Adjunct or Contractual)*	40	5
Fellowship PhD/MS Faculty	40	5
Visiting Faculty	-	-
Permanent Staff	40	5
Contractual	As per the requirements of the position and department.	
Consultant	-	-

- The sign-in time for employees begins at 8:00 AM. The arrival time for support staff may vary depending on departmental needs but will not begin before 07:00 AM.
- All faculty and staff must be available on campus from 1:30 PM to 4:30 PM to ensure consistent availability for meetings, student interactions, departmental activities, and other responsibilities, irrespective of individual schedules.
- The employee shall have a 15-minute grace period following the scheduled start time during which late coming would not be marked.
- The employee shall have to observe at least 04 continuous hours to avail a half day leave. In case of 2 half days, one leave will be deducted from their earned leave balance. If there is no earned leave balance available, one day will be marked as leave-without-pay.
- After every 3rd late arrival in a month or 3rd early leaving in a month, late-comers or early leavers will have one leave deducted from their earned leave balance. If there is no earned leave balance available, one day will be marked as leave-without-pay.
- Disciplinary action may be initiated against habitual latecomers and early leavers.

- g. Any revision/changes to “work timing” will be determined by the Management from time to time.
- h. The work schedule and minimum courses to be taught by each faculty member will be in accordance with the terms outlined in their written agreement.
- i. Each faculty member’s workload will be allocated across teaching, research, and service activities. This allocation will be developed by the Dean/Campus Director and is subject to approval by the Academic Council.

6.1.1. SEMESTER BREAK

During semester breaks, Iqra University provides employees with a flexible work schedule to facilitate focus on research, project development, and preparation for the upcoming semester. Faculty and staff are expected to fulfill essential duties, including but not limited to:

- a. Timely submission of papers and exam results.
- b. Development of teaching methodologies and academic resources.
- c. Participation in and facilitation of training sessions.
- d. Completion of assigned tasks and projects as directed by their departments.

Employees are encouraged to consult and coordinate with their reporting officers to ensure that any flexible arrangements or reduced hours do not affect institutional operations or assigned responsibilities. All schedules must support the continuity of work and align with the university's objectives.

6.1.2. LUNCH/PRAYER BREAK

All employees will be allotted a 60-minute lunch/prayer break each working day. On Fridays, this break will be extended to 1 hour and 30 minutes. Specifically, the lunch/prayer break on Fridays will be observed from 1:00 pm to 2:30 pm.

6.1.3. RAMADAN TIMINGS

During the holy month of Ramadan, the adjustments to office and class timings are implemented to accommodate fasting and prayer schedules, as notified by the Registrar’s office.

6.1.4. PUBLIC HOLIDAYS

All employees are entitled to the paid public holidays gazetted by the Government of Pakistan, including holidays for both Muslims & minority groups.