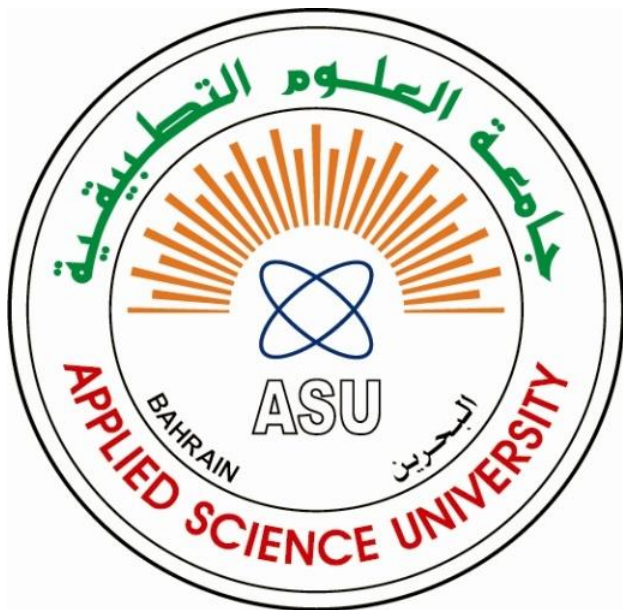


Leave, Attendance & Overtime Policy



Policy Code: ADMIN 12

Department: Human Resources

Owner: VP Admin & Finance

POLICY & PROCEDURES:

- Leave, Attendance and Overtime Policy



Contents

Version Control & Sign–Off Sheet	4
Abbreviations and Definitions	5
Purpose of the Document	6
Policy Statement	6
Interdepartmental Communication	6
Leave Entitlement Policy	7
Official Holidays	7
Types of leave:.....	7
Trainees / Interns	8
Leave balance settlements.....	9
Travel Expenses	9
Other Conditions	9
Approvals.....	11
Hajj Leave.....	11
Entitlement.....	11
Approvals.....	11
Bereavement Leave.....	12
Approvals.....	12
Marriage Leave	12
Educational Leave	12
Approval.....	13
Unpaid Leave.....	13
Attendance Policy	13
For Administration Staff.....	13



For Academic Staff	14
Ramadan Working Hours	15
Temporary Leave from Work (LFW).....	15
Absence due to Official Work or Visits Outside ASU	16
Overtime Policy.....	16
Administration Employees.....	16
For Academic Staff	17

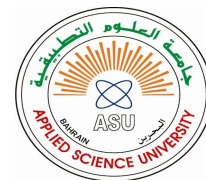


1. Version Control & Sign-Off Sheet

Version Control			
Date	Author	Version	Change reference

Approvals		
Designation	Signature	Date

Effective Date		
Policy Owner	Version	Date



2. Abbreviations and Definitions

University	Applied Science University in Bahrain.	Dean	College dean or any deanship
President	Applied Science University President	Line Manager	Immediate supervisor, responsible for monitoring and assessing an employee's performance
Senior Management	Refers to key decision-makers; i.e. the Vice Presidents and President	HOD	Head / Director of Department / College
HRD	Human Resources Department	Senior Management	Refers to key decision-makers; i.e. the Vice Presidents and President
VP	Vice President		



3. Purpose of the Document

- 3.1.** The purpose of this manual is to define the leave entitlements for Administration and Academic staff at Applied Science University (referred to herein as “ASU” or “the University”). This document defines the various categories of leave and the maximum number of days for each category. In addition,
- 3.2.** This policy also states the attendance of the University staff members.
- 3.3.** Overtime policies of the University of the University staff members.

4. Policy Statement

- 4.1.** This document highlights the leave, attendance and overtime policy applicable to the employees of ASU. The policies and processes have been designed, keeping in mind the best interests of both the employees and the University, and in accordance with the Bahrain Labour Law for the Private Sector.
- 4.2.** An employee’s entitlement to the leave, attendance and overtime shall be clearly stated in relevant sections of the Staff Handbook, as applicable. All employees are expected to adhere to the policies as stated in this Manual. For any queries or clarification, employees are urged to contact the Human Resource Department (HRD).

5. Interdepartmental Communication

- 5.1.** As a policy, all interdepartmental communication should be initiated by the Dean / Director, unless otherwise stated. This is to ensure an effective mechanism for communication and accountability for each Department/College.
- 5.2.** All communications with the HRD, for leave application, reason for late attendance and other approvals should first be communicated to the Line Manager, who shall communicate the same to the Dean / Director and then forward it to the HRD.
- 5.3.** In a scenario where the Director is also the Line Manager, the Director will communicate directly with the HRD. For the Colleges, the Dean is the Line Manager for the majority of the employees, and hence, shall be the primary point of contact with the HRD.



6. Leave Entitlement Policy

The University strongly believes in the well-being of its employees and is aware of the fact that taking vacation improves performance and morale. Hence, all employees are encouraged to utilise their leave entitlement each year.

Employees shall be eligible for leave, in accordance with the terms and conditions stated in this Manual.

6.1. Official Holidays

Employees have the right to leave with full pay on holidays and official events as determined by the University President on the basis of a decision by the Ministers Cabinet.

6.2. Types of leave:

6.2.1. Annual Leave

6.2.1.1. Entitlement – Administration Staff

6.2.1.1.1. Leave entitlement consists of 30 paid working days per annum as per Bahrain labour law.

6.2.1.1.2. Annual leave will be calculated from 1st September to 31st August of each academic year.

6.2.1.1.3. Annual leave is earned on an “Accrual” (Accumulated) basis and leave will be accrued on a pro-rata basis of 2.5 days for every completed month.

6.2.1.1.4. Annual leave should be taken during the summer holiday months (i.e. July and August), or as deemed appropriate by the University. Leave during the summer holidays is mandatory, and staff must ensure that they have sufficient leave balance to cover the said leave period.

6.2.1.1.5. Any public holidays including University declared holidays during an employee’s annual leave period will be considered as part of the annual leave.

6.2.1.1.6. In case an employee falls sick during the annual leave period, this will still be considered as a part of annual leave, and not sick leave.

6.2.1.1.7. An annual leave balance of up to 15 days may be carried forward to the next year. However, the annual leave balance cannot accumulate for more than 45 days in any year.

6.2.1.1.8. in all cases, the employee will need to take an approval from HRD before proceeding to get any other approvals of his/her annual leave.



6.2.1.2. Entitlement – Academic Staff

- 6.2.1.2.1.** Leave entitlement consists of 42 calendar days per annum given during the summer holiday in July and August or as determined by the University.
- 6.2.1.2.2.** Under exceptional circumstances, an academic member of staff may be granted leave for 1 week (7 calendar days maximum) on approval from the Head of Department (HOD) and the Dean. Any emergency leave application for over a week would require the approval of the Vice President for Academic Affairs and the President. In all cases, an academic member of staff shall obtain HRD approval before proceeding to get any other leave approvals.
- 6.2.1.2.3.** Any annual leave availed outside the pre-defined period may result in a salary deduction.

6.2.1.3. Eligibility

All Academic and Administration staff employees employed on a full-time basis are entitled as to the above annual leave policy, with exception to the following:

- 6.2.1.3.1** Administrative Employees under probationary period of less than 90 days.
- 6.2.1.3.2** Employees working on a temporary / part-time basis); and
- 6.2.1.3.3** Trainees / Interns.

6.2.1.4. Approvals

- 6.2.1.4.1** To facilitate smooth and uninterrupted functioning of each department and the University, employees wishing to avail themselves of any leave in addition to leave taken during the summer holidays are required to plan their leave well in advance.
- 6.2.1.4.2** All employees should submit their tentative leave schedule at the beginning of each Academic year, i.e. in September, to their respective Line Manager. The Line Manager shall be responsible for seek relevant approvals from the Dean and/or Director of the department.
- 6.2.1.4.3** Administrative employees leave applications must be submitted to the Line Manager and upon approval from the Line Manager and Director / Dean; the application should be forwarded to the HR for processing and updating of leave records. Academic staff leave applications must be sent to the VP for Academics and Development after the approval of the Dean / Line Manager. In all cases, it is a must to obtain a prior approval from HRD before proceeding to obtain any other approval for the leave.
- 6.2.1.4.4** For any leave application of more than 5 working days, staff must submit the approved leave form to the HRD, at least 2 weeks in advance.



- 6.2.1.4.5 An employee must fill the annual leave application form to obtain the prior approvals with exceptions of emergency cases as evaluated by the Line Manager.

6.3. Leave balance settlements

- 6.3.1. The university is committed to settle annual leave balances of all employees every 2 years only.
- 6.3.2. An employee is eligible to be financially compensated by the University based on his/her salary and that's as per the Bahraini Labour Law.

6.4. Travel Expenses

- 6.4.1. Air travel expenses, to the home country, will be paid by the university to the full-time (expatriate) employees and their dependants (spouse and up to two children under the age of 18), provided that their dependants are residing with the employee in Bahrain and they are not of Bahraini nationals and they must be under the sponsorship of the university, this occurs at the commencement of the contract from arriving to Bahrain until the end of the contract at the employee home country.
- 6.4.2. Travel expenses are only paid for economy flight tickets on both arriving to Bahrain and leaving to the home country of the employee after the end of the contract or during the summer holiday every year.
- 6.4.3. If both the employee and their spouse work at the University, then the University will reimburse the travel expenses for the husband only.

6.5. Other Conditions

- 6.5.1. The University reserves the right to decline any annual leave request for a period greater than the number of leave days accrued. Under such scenarios factors such as years of service, work ethic etc. shall be considered before granting the leave for the excess days.
- 6.5.2. An employee may seek advance payment of annual leave salary. However, advance payment would be given for the accrued leave only.
- 6.5.3. In an emergency scenario, the University may call upon an employee to reschedule their plans for annual leave. Employees are expected to be flexible in such situations and reschedule their leaves in the best interest of the University.

6.2.2. Sick Leave Entitlement

6.2.2.1. In accordance with the new Bahrain Labour Law amendments, employees will be entitled to a total of 55 days sick leave. During period of absence due to sickness, either continuous or intermittent, an employee will be paid as follows:

- 6.2.2.1.1. The first 15 days – With full pay
- 6.2.2.1.2. The next 20 days – With half pay
- 6.2.2.1.3. The next 20 days – Without pay

6.2.2.2. Any weekend or holiday falling during the period of sick leave will be included in the leave period. If sick leave begins or ends on any public holiday / weekends, these holidays and weekends will be considered as sick leave. (e.g. If an employee does not report to duty on a Thursday and a Sunday, then a total of 4 days would be counted towards sick leave and a medical certificate would have to be provided).



- 6.2.2.3. In case an employee falls sick, treatment must be undertaken at a government hospital only and within insurance limits, if any. The University is not liable to pay for any private or public hospital / clinic in the Kingdom of Bahrain or abroad.
- 6.2.2.4. The worker completing three consecutive months in the university service, whose sickness and entitlement to a sick leave are evidenced by virtue of a certificate issued by any of the Government Medical Centres or any of the clinics retained by the university during the same year.
- 6.2.2.5. Days of sickness falling during the annual leave period will be considered as a part of the annual leave. Any further period of absence beyond the annual leave on the ground of illness would be classified as sick leave on receipt of proper medical certificates to that effect, failing which the additional period of leave would be deducted from the annual leave.

6.2.2.6. Approvals

- 6.2.2.6.1. In case an employee is unable to report to work due to illness, they should immediately notify their Line Manager through phone, e-mail or SMS. If the Line Manager is not available, the employee can call either the Dean or Director or the HRD, to inform the University about their absence.
- 6.2.2.6.2. It is the responsibility of the Dean or Director to notify the HRD regarding the employee's absence; however, it is also recommended that whenever possible the employee personally notifies the HRD of the absence, and must do so when the Line Manager or the Dean or Director is unavailable.
- 6.2.2.6.3. On resuming duties, employees must complete a Sick Leave Form; which must be signed by the Line Manager, the Dean or Director and the HRD for all sick leave taken. The employee must submit a medical certificate along with the sick leave form. The Dean or Director shall reserve the right to waive the requirement for a medical certificate for sick leave granted for 1 day within any month.

6.2.2.7. Sick Leave Encashment

No payment will be made in lieu of sick leave.

6.2.3. Maternity Leave

- 6.2.3.1. Female employees shall be entitled to maternity leave for 60 calendar days with full-pay
- 6.2.3.2. The period of 60 calendar days can be extended by 15 calendar days without pay. The cumulative period of maternity leave cannot extend beyond 75 calendar days.
- 6.2.3.3. Employees availing themselves of maternity leave will have to produce a medical certificate attested by the Ministry of Health stating the expected date of confinement.
- 6.2.3.4. Maternity Leave can include the period before and after confinement. However, should the employee wish to take maternity leave before confinement, it should be continuous and should be taken within a continuous period beyond the confinement date (e.g. an employee can take maternity leave from a week before the confinement date for a period of 60 consecutive calendar days).



6.2.3.5. Maternity Leave can start only 20 days prior to the confinement date or subsequent to that date.

6.2.3.6. Short absences (classified as intermittent leave taken before confinement) during the pregnancy will be treated as sick leave in line with the rules governing such leave. In case the employee is unable to produce the necessary medical certificates required for sick leave then such short absenteeism would be classified as annual leave.

6.2.3.7. A female employee shall be entitled after her maternity leave and until her child is six (6) months of age to two periods of care to breastfeed her newly born child each of which shall not be less than one hour. She shall also be entitled to two periods of care for 30 minutes each until her child completes one year of age. A female employee shall have the right to combine these two periods and such two additional periods shall be considered to be part of the working hours without resulting in any reduction of the salary. An employer shall fix the time of the care period referred to in the preceding paragraph according to the female employee conditions and the interest of the university.

6.2.3.8. Approvals

The female employee is required to inform their Line Manager, Dean / Director and HR at least 1 month, prior to commencing her maternity leave.

6.2.4. Paternity Leave

6.2.4.1. A male employee is entitled to a leave period of 1 full working day upon the birth of his child. This leave should be taken within two days of the birth of the child. The leave would not be accrued in cases where the employee is already on annual leave, sick leave or any other leave

6.2.4.2. Approvals

Upon resumption of services, a leave form must be completed and signed by the Line Manager, Dean or Director and the HRD, the leave form must be attached with the birth certificate of the new born child.

6.2.5. Hajj Leave

6.2.5.1. Entitlement

- 6.2.5.1.1. All Muslim employees are eligible for fully paid leave of 2 weeks (14 calendar days) to perform Hajj.
- 6.2.5.1.2. The University reserves the right to prioritise the approval of Hajj leave for employees based on their years of services.
- 6.2.5.1.3. An employee can avail themselves of Hajj leave only once during their term of employment
- 6.2.5.1.4. HR reserves the right to solicit documentary evidence from the employee to ascertain the actual usage of leave.

6.2.5.2. Approvals

6.2.5.2.1. Any employee wishing to avail him/herself of Hajj leave will have to submit a written request addressed to the Line Manager at least 3 months in advance. The decision for



granting this leave must be provided by the Line Manager and the Dean or Director and HRD, taking into consideration but not limited to the following:

6.2.5.2.1.1. Length of employment with the University;

6.2.5.2.1.2. Productivity and work flow schedule for the Department / College.

6.2.5.2.2. Employee(s) should be informed of the decision made against their Hajj leave application within a month of the application submission or 2 months from the Hajj date, whatever comes first.

6.2.5.2.3. Should the employee wish to avail him/herself of Hajj leave more than once during their term of employment, they should put in a leave request to their Line Manager, no less than 4 months prior to the Hajj date. The Line Manager, Director / Dean and the HR would jointly review the leave request. However, if the 2nd Hajj leave is granted, it would not be for more than 2 weeks (14 calendar days) and would be in the form of unpaid leave.

6.2.6. Bereavement Leave

6.2.6.1. In the unfortunate event of the death of wife / husband or any relative to the fourth degree of relationship, all employees shall be entitled to a compassionate leave of 3 calendar days with full pay.

6.2.6.2. For female Muslim employees:

6.2.6.2.1. Entitlement to compassionate leave for 1 month (30 calendar days) with full-pay on the demise of their husband,

6.2.6.2.2. Extension of the leave for a period of 3 months and 10 calendar days beyond the initial 30 calendar days. The extended leave period shall be 'unpaid leave' if she doesn't have any leave balance and it will be considered as an annual leave if the leave balance covers the period mentioned.

6.2.6.3. Approvals

6.2.6.3.1. The employee should inform their Line Manager of their absence and upon resumption of service, a leave request form must be completed and signed by the Line Manager, Dean / Director and the HRD for all compassionate leaves taken.

6.2.6.3.2. All employees should submit a death certificate which clearly states the employee's relationship with the deceased. The requirement for a death certificate can be waived by HR, in cases where the employee is unable to produce the death certificate due to some unavoidable reasons.

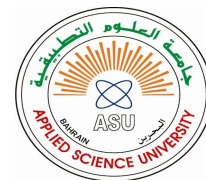
6.2.7. Marriage Leave

6.2.7.1. All full time employees are entitled to 3 working days leave with full-pay for their marriage. Any additional leaves would be adjusted against the annual leave and must be approved by the Line Manager and the HRD at least 2 weeks prior to the marriage date. Under exceptional circumstances the Line Manager shall reserve the authority to grant leave without any advance application for such leave.

6.2.7.2. An employee can take leave for marriage only once during their term of employment with the University.

6.2.8. Educational Leave

6.2.8.1. Entitlement



- 6.2.8.1.1. Any employee sponsored by the University for undertaking educational courses, shall be eligible to educational leave of 5 working days every academic year.
- 6.2.8.1.2. Leave can be taken only for the days on which the final examinations have been set and will be fully paid.
- 6.2.8.1.3. Unused educational leave shall lapse and cannot be carried over to the next year.

6.2.8.2. Approval

- 6.2.8.2.1. The employee should seek prior approval from their Line Manager, Dean / Director and the HRD for the leave.
- 6.2.8.2.2. The employee should provide a copy of the examination schedule along with the leave application.

6.2.9. Unpaid Leave

- 6.2.9.1. The president and in emergency, exceptional cases with the recommendation from the VP for administrative, financial and community engagement, after consultations with the HRD and Line Manager, grant the employee an unpaid leave if the conditions allow for a period of not more than 6 month a year, with the condition that the annual leave balance is consumed.
- 6.2.9.2. The university council with recommendations from the president and based on the recommendations of the VP for Administrative, Financial Affairs and Community Engagement, after consultations with the Director of Administrative and financial Affairs, can grant the employee an unpaid leave for a period for more than 6 month renewable without exceeding the period of 3 years, once granted, the employee will not be eligible another leave not until double the time of the granted unpaid leave or 5 years passes on the end date of the granted unpaid leave, whatever more.
- 6.2.9.3. The unpaid leave is granted to the employee when:
 - 6.2.9.3.1. If the employee is accompanying a spouse in an official visit or a study sponsorship out of Bahrain.
 - 6.2.9.3.2. If the employee is accompanying a first degree relative who is undergoing medical treatment outside of Bahrain provided that the employee must provide medical reports of the case.
 - 6.2.9.3.3. If the employee has as a sick child that needs the care of the mother proven by reports issues by the Ministry of Health.
- 6.2.9.4. The unpaid leave will not be considered a part from the service periods extended to the University for Purposes such as, promotions, awards and annual increments. In addition to, no annual or sick leaves will be calculated out from the granted period of the unpaid leave.

7. Attendance Policy

All employees (full-time and part time) are expected to be regular and punctual at work to enable the University it to conduct its operations without any disruptions. The following section clearly states the attendance policy applicable to the University's employees. Each employee is expected to strictly adhere to the terms of this policy as stated below.

7.1. For Administration Staff

- 7.1.1. As per the Bahrain Labour Law, hours of work for any employee will not exceed 48 hours per week. Staff are also entitled to breaks for meals and prayers of up to 45



minutes per day. Working hours may vary from the various work-groups, as illustrated below:

- 7.1.1.1. Group A : from Saturday to Wednesday from 8AM to 5PM;
- 7.1.1.2. Group B : from Sunday to Thursday from 8AM to 5PM;
- 7.1.1.3. Group C : from Saturday to Wednesday from 8AM to 4PM, Thursday from 8AM to 1PM; and
- 7.1.1.4. Group D: from Saturday to Wednesday from 10AM to 6PM, Thursday from 10AM to 3PM.
- 7.1.1.5. Group E: as per business needs.

7.1.2. For security staff, office boys, cleaners and other such non-clerical staff, the working week shall be from Saturday to Thursday, and such working hours shall be clearly stated in their contract for employment

7.1.3. it is expected that employees attend at 8 AM or 9AM every working day (as per the groups scheduled above), they also need to register their attendance in the system, If an employee is late, compensation shall be at the end of the same day in accordance with the following table:

Late attendance (after start time)	Penalty
1 – 10 minutes	No compensation required
11 – 30 minutes	The employee must compensate for this by working for the same duration at the end of the working day
More than 30 minutes	An appropriate deduction from salary

7.1.4. Employees should notify their Line Manager through a phone call or SMS for the reason of delay. In case the Line Manager is unavailable, the HRD should be informed.

7.1.5. It is the employee's responsibility to ensure that their attendance is recorded in the attendance system on a daily basis. Should an employee forget to enter in their attendance time in the system, the HRD shall consider this as a case of late attendance, unless an email stating the time of arrival is sent to HRD with the approval of the Line Manager. Attendance indiscipline is defined as 3 or more instances of lateness in a month, Unsatisfactory and inconsistent attendance may be subject to salary deductions and/or disciplinary actions, as deemed appropriate.

7.1.6. The HRD shall be responsible for monitoring the attendance of all employees, and shall notify employees and their Line Manager of late attendance through e-mail. All employees are expected to provide proper reasons for late attendance.

7.1.7. Unsatisfactory and inconsistent attendance may be subject to salary deductions and/or disciplinary actions, as deemed appropriate or both, Attendance indiscipline is also defined as 20 instances of lateness in a year. Lateness without proper reasons shall not be accepted.

7.1.8. The HRD shall deduct any late attendance penalty from the employee's salary on a monthly basis, and employees shall be notified of such deductions and the reasons for the deduction.

7.2. For Academic Staff

7.2.1. The official working hours for the Academic staff are 45 hours a week; which comprises the teaching load and other assignments as allocated by the VP- Academic Affairs, the Dean or the HOD.

7.2.2. The teaching load may differ for each member of academic staff, depending on the rank of the faculty and their administrative and secondary responsibilities. In



accordance with the current schedule, the following is the defined teaching load for faculty and should not exceed :

7.2.2.1. Professor - 9 credit hours per week (3 courses)

7.2.2.2. Associate Professor – 12 credit hours per week (4 courses)

7.2.2.3. Assistant Professor and Lecturer – 15 credit hours per week (5 courses)

7.2.3. The teaching load is reduced 3 hours (1 course) for faculty members assigned for the following administrative tasks:

7.2.3.1. College dean

7.2.3.2. Vice dean

7.2.3.3. Head of department

7.2.3.4. Director

7.2.3.5. Maximum weekly teaching load for a faculty assigned as a Vice President 3 hours (1 course).

7.2.4. The work timings for the faculty is contingent upon the schedule of classes formulated by the University and may differ in each semester. However, the overall working hours in a week must not exceed 45 hours across each semester.

7.2.5. The HOD is responsible for monitoring the attendance of all academic staff of their department, notifying the Dean who in turn notifies the VP for Academic and Development. All faculty members are expected to provide proper reasons for their lateness which should be communicated to the HOD.

7.2.6. Lateness will not be accepted if no reasonable justification is submitted by the faculty member.

7.2.7. Any instance of lateness without proper reason would not be accepted and may attract salary deduction or disciplinary action or both at the first instance.

7.3. Ramadan Working Hours

7.3.1. In accordance with the guidelines of the Bahrain Labour Law, the working hours for all Muslim employees should be 6 hours a day or 36 hours per week, during the period of Ramadan. The University management shall decide upon the exact working hours and notify the employees accordingly.

7.3.2. The Academic staff shall adhere to the timings stipulated in their revised teaching schedule during Ramadan.

7.4. Temporary Leave from Work (LFW)

7.4.1. Under emergency situations, an employee can take a temporary absence from work to attend to such emergencies. Temporary absence from work shall include the following:

7.4.1.1. Reporting to work considerably later than the official work time,

7.4.1.2. An early departure from work, and

7.4.1.3. Break from work during official working hours.

7.4.2. Temporary absence will be granted for a maximum of 4 hours per month, and may only be taken for up to 2 hours on each occasion.

7.4.3. For every 9 hours of temporary leave, the University shall deduct 1 day from the employee's annual leave balance. If there is no balance of annual leave, then the total hours of temporary leaves shall be deducted from the employee's salary.



- 7.4.4. The employee must submit a written application to their Line Manager and the HRD, at least 1 day in advance. The Line Manager reserves the right to grant or withhold temporary leave to the employee based on the requirement of the Department / College.
- 7.4.5. It is not permitted to request temporary leave by phone / SMS on the same morning prior to the start of the working hours.
- 7.4.6. Employees availing themselves of a temporary leave of absence will not be required to compensate for lost time by extending their hours of work other working days.

7.5. Absence due to Official Work or Visits Outside ASU

- 7.5.1. The University recognises that an employee may be required to attend conferences / seminars / trainings / workshops or other events as a part of their job responsibilities or for purposes of employee training and development.
- 7.5.2. Under such circumstances, non-attendance from the employee's daily course of work is permitted, subject to the employee having obtained the requisite approvals. Similarly, employees may often be required to attend to official work outside the University premises.
- 7.5.3. In all cases, employees must fill up the Attendance Waiver Form, obtain approval from the Line Manager and the Director / Dean and submit the form to the HRD for approval.

8. Overtime Policy

8.1. Administration Employees

- 8.1.1. The basic and extra hours of work shall not exceed 60 hours of work per week.
- 8.1.2. An employee shall receive payment for each extra hour equivalent to their salary entitlement increased by:
 - 8.1.2.1. A minimum of 25% or 1.25 times the normal salary for hours worked during the day (between 7 am to 7 pm); or
 - 8.1.2.2. A minimum of 50% or 1.50 times the normal salary for hours worked during the night (between 7 pm to 7 am), or on their weekly day(s) of rest / holiday(s).
 - 8.1.2.3. The total overtime hour's financial reimbursement shall not exceed 25 % of the employee's monthly salary.
 - 8.1.2.4. The overtime work is given based on the decision of the VP for Admin, Financial Affairs and Community engagement with the recommendation of the Dean/ Line Manager. The employee is to fill and sign the overtime form.
- 8.1.3. The university can ask an employee is to work on his / her weekly off if there is a need, in that case, the employee is eligible for a compensation of the wage for that day and extra wage of 150 % of the daily wage or is given day in lieu based on the choice of the employee, it is not allowed to ask the employee to work 2 consecutive times in his day off unless he/she submits a written approval.

8.2. For Academic Staff

8.2.1. A full time member of academic staff, dependant on their academic qualifications, shall receive an allowance for every credit hour exceeding their normal teaching load that were stated in their contract with the University and which does not conflict with the teaching load polices stated in the Higher Education Council (HEC) bylaws provided that the batch shall not have less than 7 students enrolled. Such payments shall be made in accordance with the following schedule:

Qualification	Overtime Allowance (Full time Employees) for Bachelor	Overtime Allowance (Full time Employees) for Master	Overtime Allowance (Part time Employees) for Bachelor	Overtime Allowance (Part time Employees) for Master
PhD	BD 400 for every three credit hours per semester	BD 500 for every three credit hours per semester	BD 600 for every three credit hours per semester	BD 700 for every three credit hours per semester
Master's Degree	BD 320 for every three credit hours per semester	Not applicable	BD 480 for every three credit hours per semester	Not applicable

8.2.2. If the total number of students for each class is less than seven, the overtime allowance per semester for academic staff shall be as follows:

Qualification	Overtime Allowance (Full time Employees) for Bachelor	Overtime Allowance (Full time Employees) for Master	Overtime Allowance (Part time Employees) for Bachelor	Overtime Allowance (Part time Employees) for Master
PhD	BD 58 for each student	BD 72 for each student	BD 86 for each student	BD 100 for each student
Master's Degree	BD 46 for each student	Not applicable	BD 69 for each student	Not applicable



8.2.3. Extra payment shall be granted to permanent faculty members who are required to teach courses that have more than 35 students, regardless of the teaching load of the faculty member, as described in the following table:

No. of Student	Qualification	Amount	
36–73 students	PhD	BD 100	Faculty members who hold a Master's degree shall receive 80% of the amount due to PhD holders.
74–150 students	PhD	BD 200	
151 students or more	PhD	BD 300	

- 8.2.4.** One practical hour in laboratory would be treated as half credit hour of teaching and additional work load will be calculated accordingly for the pre-approved practical credit hours in laboratory which go beyond the stipulated requirement.
- 8.2.5.** Overload for Academic staff should be pre-approved by the HOD and Dean and should be communicated to the HRD.