



The American University of Kurdistan Leave Policy for Non-Faculty

Policy Number: HR005
Effective Date: May 28, 2023

CONTENT

- I. Introduction
- II. Roles and Responsibilities
- III. Policy Statement
- IV. Policy Principles
- V. Policy Procedures
- VI. Policy History

I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to outline the procedures required in order for full-time non-faculty employees of AUK to take leaves.
- c. **Scope:** This policy applies to AUK full-time employees with employment contracts in force.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

III. POLICY STATEMENT

The AUK is committed to supporting employees during times when they may need to be away from work due to a life event, medical emergency, or simply for vacation. Much of the guidance in the writing and implementation of this policy is dictated by the Iraqi Labor Law.

Before formally requesting a leave, the employee needs to review the information below regarding the types of leaves. For annual/vacation leave, the formal written request needs to be submitted 2 weeks prior to the start date of the leave; for other leaves, different timeframes and administrative guidelines apply.

It is important that employees plan and discuss their annual leaves far in advance with their respective supervisor/director/dean/VP in order for the respective units to plan accordingly. Leaves will not be approved if they endanger the normal operations of the unit. Leaves proposed at times of the year with maximum workload will not be approved. Multiple employees from the same unit should not be granted concurrent annual leaves. It is the responsibility of the supervisor/director/dean/VP to plan accordingly.

This policy only applies to full-time non-faculty employees. Those employed on a part-time contract, volunteer contract, service contract, and student contract are not eligible for leaves.

IV. TYPES OF LEAVES

The employees at AUK are entitled to the following types of Leaves:

1. **Annual Leave:** The non faculty- employees are eligible for an annual 25 working-day leave, while faculty teaching staff are eligible for 35 days at the end of each academic year under the following conditions:
 - Employees who are in their probationary period are not entitled to take annual leave except in cases of sickness or emergency. If the employee requires taking some days off for emergency, then it will be deducted from his/her salary. The probation period is to be extended for the same period of such emergency leave days taken;
 - Employees' annual leaves accumulate for one year only; only a maximum of 10 days of accrued annual leave can be carried over to the next year;
 - Any Employee requests an Annual Leave of one or two days (24-48 hours), should submit their leave as approved by their supervisor to HR 48 hours prior to the requested leave. Otherwise, the leave request will not be accepted and will be considered as an unpaid leave and deducted from his/her salary.
 - Any Employee who requests an Annual Leave of more than two days (48 hours), should submit their leave as approved by their supervisor to HR two weeks prior to the actual leave. Otherwise, it will not be accepted and will be considered as an unpaid leave and deducted from his/her salary.

POLICY- Leave for Non-Faculty

- Early Morning Personal Leaves will not be accepted and will be considered as lateness if submitted on the same day and not prior.
- While the AUK will support employees' requests to enjoy their annual leaves, AUK has the right to ask employees to postpone or amend the annual leave request to ensure that the proper operations of their respective units are not impacted.

2. Sick Leave

In accordance with the Iraqi Labor Law, the employee is entitled to a total of 30 days of fully paid sick leave annually under the following conditions:

- If the employee gets sick during working hours, then s/he should visit the AUK medical doctor for care and follow the directives for a time-out during the working hours; if the AUK medical doctor is not on campus, then s/he should visit a hospital for immediate care and follow the directives for a time-out during the working hours;
- If the employee does not submit the medical report within 48 hours from the onset of his/her sickness leave, the leave days shall be considered absent days and deducted from his/her salary even if the employee has a balance in his/her annual leave.
- If the employee could not submit the medical report due to his/her admission to the hospital, the medical report should be submitted by a family member to AUK's HR;
- A sick leave of one day requires supervisor approval; a sick leave of two days or more needs to be certified by a medical professional and submitted to HR;
- Extra days (exceeding the balance of 30 days per year) will be deducted from the employee's annual leave balance;
- Employees on probation are entitled to sick leave only if it has been authorized by a doctor; s/he must present a medical report evidencing the sickness; then, the probation period shall be extended by the same number of days as the sick leave days.

3. Marriage Leave (for resident employees only)

- The employee will be entitled to a maximum of 5 days as marriage leave;
- Marriage leave is paid official leave and is not deducted from any leave balances; and
- The employee is entitled to only one marriage leave during the duration of his/her employment at AUK.

4. Maternity Leave (for resident employees only)

- In accordance with Iraqi Labor Law, female employees who completed at least 6 months of employment at AUK are eligible for a total of 14 weeks as maternity leave.

5. Paternity Leave (for resident employees only)

- Male AUK employees are entitled to a five-day paternity leave upon the delivery of their new baby.

6. Bereavement Leave

- The employee is allowed 5 working days of bereavement leave upon the immediate death of a first grade family member; this classification solely includes parents, spouse, siblings, children.

7. Education Leave

The University believes in the professional and academic development of its employees. Therefore, full-time employees interested in taking an unpaid leave to complete certificates, diploma programs, or academic programs (bachelor's, master's, doctoral) may be entitled to a one-year leave to pursue accredited, academic credentials. If the leave is approved, the employee will be required to return at the conclusion of the one-year leave to resume their former position. While the University commits to keeping the position available, it does not guarantee a change in position title or modification to the salary. This leave must be approved by the employee's supervisor/director and the respective VP and President.

8. Emergency Leave

There may be unforeseen circumstances which require an employee to take a leave without little to no notice. Such cases should as soon as possible be immediately discussed with the supervisor/director and Human Resources.

9. Absence without Official Leave

In the case of an employee being absent from work without a legitimate excuse and without approved official leave, the employee will first receive a warning letter/email with a salary deduction for days absent. If the absence exceeds 10 consecutive days or 20 separate days, then there will be a final warning letter and the employee's contract will be terminated.

Note: AUK cannot terminate the employment of any person on leave if that leave has been officially approved and registered.

VI. POLICY HISTORY

- Approved by:** Board of Trustees
- Adopted:** May 28, 2023



LEAVE FORM

1. Name: _____ 3. Employee No.: _____
 2. Position: _____ 4. Department: _____

Reasons for Leave

5. Type of Leave

- Annual Unpaid
 Sick*
 Bereavement
 Maternity/Paternity
 Marriage
 Work-related*

From:	To:	Total Days:

6. Time-off for overtime worked		
Date:		
Time from:	Time to:	Total hours:

Type: _____

*Kindly attach any supporting evidence

7. Certification

I hereby request leave from duty as indicated above and certify that such leave / absence is requested for the purpose indicated. I understand that I must comply with all policies and procedures for requesting leave / approved absence and provide all necessary documentation, e.g. medical certificate, death certificate, etc. Any falsification on this form or accompanying documents may be grounds for disciplinary action.

Employee Signature: _____ Date: _____

8. Approvals

*Unforeseen absences must be communicated to the supervisor; and upon return the employee must complete the leave form within three days for processing or the leave will be deemed as unpaid.

- Approved Not Approved

Supervisor's Name: _____ Signature: _____ Date: _____

HR Department: _____ Signature: _____ Date: _____

Reasons for not approving: _____

OFFICIAL USE ONLY

Date Received: _____

PROCESSED BY PAYROLL: _____

Days taken:	
Balance:	

Signature: _____

Important Notes:

1. A leave form must be submitted prior to work-related absences, e.g. business trips.
2. A certificate from a registered doctor is required for sick leave exceeding two days.
3. Failure to complete the leave form and report to work can lead to disciplinary action.