

BOLGATANGA TECHNICAL UNIVERSITY



LEAVE POLICY

DECEMBER, 2021

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1.0 Preamble

Bolgatanga Technical University is committed to the welfare of its staff and recognizes the need to give them the opportunity to recuperate, to study or to attend to urgent issues outside the work environment after long periods of working.

To this end, the University shall grant the following types of leave:

- i. Annual leave
- ii. Casual leave
- iii. Study leave
- iv. Examination leave
- v. Sabbatical Leave
- vi. Leave of absence
- vii. Sick leave
- viii. Compassionate leave
- ix. Maternity leave
- x. Secondment

2.0 Annual Leave

- i. Staff of the University shall be entitled to annual leave every year.
- ii. To request for annual leave, staff shall complete and submit an annual leave form obtainable from the Registry to their Heads of Department or Supervisors for approval.
- iii. Heads of Department or Supervisors shall consider and forward staff leave form within two (2) working days to the Registrar for a determination.
- iv. On the recommendation of the Head of Department or Supervisor, the Registrar may require a staff to interrupt or take part his/her leave to discharge any duty or to undertake any courses of instruction.
- v. The remaining portion of the leave shall be taken at a later date convenient to the staff and the University.
- vi. The University shall pay the cost of the round trip.
- vii. Annual leave for a particular year may not be carried forward

to the following year unless in exceptional circumstances, and with the written approval of the Registrar.

- viii. Sick leave granted by a registered medical practitioner and approved by the University to a staff shall not be computed as part of one's annual leave.
- ix. Annual leave shall not be accumulated beyond two years.
- x. Staff must ensure that approval is granted or receive their leave letters before they can proceed on leave.

The number of days to be granted for annual leave shall be based on the rank of the staff as presented in Table 1 below:

Table1: *Annual leave for various categories of staff*

Rank	Number of Days
Senior Members	42 working days
Senior Staff	42 working days
Junior Staff	32 working days

- xi. Staff shall be granted leave for the current year only and not the ensuing years.
- xii. Public holidays that fall within a leave period shall not be regarded as part of the leave.
- xiii. Staff who over stays his/her leave without prior approval shall be treated as absenting him/herself from work without permission and shall be disciplined accordingly.
- xiv. Staff who wants to change his/her leave date shall notify the Registrar in writing through his/her Head of Department.

3.0 Casual Leave

- i. Staff may apply in writing through their Heads of Department or Supervisors for casual leave ONLY when they are not entitled to annual leave or where annual leave

- has been exhausted.
- ii. The Registrar may grant a maximum of up to 10 (ten) working days casual leave in a year per staff.

4.0 Study Leave

- i. The Scholarship and Staff Development Committee may grant study leave normally up to four years upon an application by a staff. If the staff is not able to complete his/her programme by the stipulated period, he/she can apply for extension of the Leave through his/her Head of Department for consideration by the Scholarship and Staff Development Committee.
- ii. A staff asking for extension after the stipulated period of study of the programme, shall in addition to the application for extension, submit a progress report or a formal letter from his/her academic supervisor or the Institution.
- iii. After study leave, the staff concerned shall return to the service of the University.
- iv. Depending on the type of study leave, a staff shall be bonded in line with the terms and conditions stated in the Staff Training and Development Policy and other relevant national regulations.

5.0 Examination Leave

- i. Examination leave shall only be granted to staff on approved programmes of study.
- ii. A staff who is not on any approved programme of study but is writing an examination may on application supported by the examination timetable through the Head of Department to the Registrar be granted leave to sit for the examination.
- iii. The candidate may be granted up to four (4) working days' leave in addition to the number of days required by the examination timetable.
- iv. The extra days granted shall not be deducted from the annual leave.

- v. For any other examination not approved by Management, a casual leave may be granted at the Registrar's discretion.

6.0 Leave of Absence

- i. Subject to the exigencies of a department, leave of absence may be granted, on application, for an approved purpose.
- ii. Leave granted shall be for up to two years in the first instance and may in exceptional cases, be renewed for up to a further period of two years, so that the total period of leave shall in no case exceed a continuous period of four years.
- iii. The granting of leave of absence and/or its extension shall be denied if it is not in the best interest of the University.
- iv. While a Senior Member is on leave of absence, the general University regulations on housing shall apply to him.
- v. A Senior Member who is granted leave of absence may subject to the terms of the grant, resign/retire by giving at least three (3) months' notice. The resignation/retirement shall take effect from the date the leave was granted.
- vi. A Senior Member on leave of absence shall undertake to return to the service of the University for at least a period equivalent to the duration of the leave.
- vii. A Senior Member who does not return directly to the service of the University after the leave shall be deemed to have vacated post, unless he had resigned/retired in accordance with these regulations and the letter of grant.
- viii. A period of leave of absence without pay will not be taken into account in computing any gratuity that might arise from the incidence of death during that period.
- ix. The period of absence is not considered as a period of service to the University; hence staff on leave of absence shall not be covered by benefits from any Insurance Policies of the University.

6.1 Leave of Absence for participation in politics

- i. A staff may be granted leave of absence without pay for a period not exceeding six (6) months to enable him/her to campaign for elections to Parliament/the Presidency.
- ii. On election, a staff may be granted a further Leave of Absence without pay to enable him/her to pursue Parliamentary/Official duties for the duration of the Parliament/Office he/she is elected to.
- iii. If a staff wishes to remain in Parliament/Office beyond the life of one Parliament/Official term, then he/she shall resign his appointment from Bolgatanga Technical University.
- iv. Regulations 6.1(i-iii) shall also apply when a staff is given a political appointment.
- v. Request from Government for the secondment of a staff to a state institution may come only from the Office of the Head of State or Government. In addition, it shall be the responsibility of the staff concerned to apply personally to the University for the secondment.
- vi. A staff on secondment to take up a full-time office in Government or the State shall vacate his bungalow within three (3) months of his secondment.
- vii. During this period of three (3) months, he/she shall pay rent.
- viii. Beyond this period, he may continue, with approval by the University, to stay in the house for only one year, and shall pay rent.

7.0 Sabbatical Leave for Senior Members

- i. A sabbatical leave is to enable staff pursue research or to undertake new courses and/or to retrain in fresh areas of academic activity. This is to lead to the development of their career.
- ii. The University shall satisfy itself that the sabbatical leave will ultimately be to the advantage of the University before approval is given.

- iii. The University shall grant senior members one-year sabbatical leave with pay after a minimum of ten (10) years continuous service.
- iv. Staff on sabbatical leave shall be relieved from their normal departmental teaching and administrative duties.
- v. Staff shall be required to return to the service of the University for at least two academic years after their leave.
- vi. Two years sabbatical leave with pay may be granted after fifteen (15) years of continuous service and the staff shall be required to return to the service of the University for at least three academic years immediately after the leave.
- vii. Staff who cannot serve the required years after their sabbatical leave may be granted leave of absence without pay.
- viii. Staff may be granted a year's leave of absence without pay after a sabbatical leave.

8.0 Sick Leave

- i. Sick leave shall be granted to staff on submission of an excuse duty form signed by a certified medical practitioner.
- ii. It is the duty of Heads of Department with the help of the University Health Officer to ensure that no staff is retained on duty when his/her state of health requires that sick leave is granted or medical care is needed.
- iii. A staff placed on a sick list will be regarded as absent on sick leave.
- iv. The maximum period of sick leave which a staff may be granted on full salary and on half salary is given in Tables 3 and 4.

Table 3: Normal Sick Leave

No.	Number of Years in Service	Maximum Period on Full Salary	Maximum Period on Half Salary
1	Staff with more than three (3) years continuous service	Six (6) months	Six (6) months
2	Staff with more than one (1) year but less than three (3) years continuous service	Four (4) months	Four (4) months
3	Staff with less than one (1) year but more than six (6) months continuous service	Two (2) months	Two (2) months

NOTE: The provisions in the Public University Conditions of Service supersedes this.

Table 4: Sick leave as a result of an Accident on the Job

No.	Number of Years in Service	Maximum Period on Full Salary	Maximum Period on Half Salary
1	Staff with more than three (3) years continuous service	Twelve (12) months	Six (6) months
2	Staff with more than one (1) year but less than three (3) years continuous service	Ten (10) months	Five (5) months
3	Staff with less than one (1) year service	Six (6) months	Three (3) months

NOTE: The provisions in the Public University Conditions of Service supersedes this.

- v. If by the expiry of the maximum period of sick leave, the staff is unable to resume work, his/her appointment shall be terminated on medical grounds.
- vi. However, if upon examination by a medical practitioner the staff can be re-assigned to another unit, the University may do so upon approval by the Academic Board.
- vii. A staff who is incapacitated as a result of injury sustained in the course of his/her work, in addition to the above, shall be entitled to compensation in accordance with section 7 of the Workmen's Compensation Law 187 (PNDC Law 187) or any subsequent amendment thereof.
- viii. In every case of absence from work on the grounds of sickness, a certificate from any recognized or registered medical practitioner shall be furnished to the Registrar through the Head of Department as soon as possible.
- ix. The Vice Chancellor may extend sick leave in exceptional circumstances.
- x. The University can at any time require individuals unable to perform their duties as a result of illness to submit to an examination by a Medical Practitioner nominated by the University. This includes cases of prolonged or frequent absence.
- xi. Temporary staff who have worked less than one year in the University shall be given half of the normal sick leave or accident sick leave enjoyed by permanent staff where applicable.

9.0 Compassionate Leave

- i. The University shall grant compassionate leave not exceeding ten (10) working days in any calendar year in exceptional circumstances to a staff to enable him/her attend to special emergencies such as illness/death of parent(s), spouse and/or child.
- ii. This shall be granted only after the staff has fully utilized all his/her outstanding annual and casual leave.

10.0 Maternity Leave

- xii. This is applicable to female staff who have completed their probationary period.
- xiii. Female staff shall complete their probationary period before they are entitled to maternity leave.
- xiv. On becoming pregnant, a female staff shall be granted three (3) months maternity leave with full salary after delivery.
- xv. At least six weeks of the maternity leave, if possible, are to be taken before confinement, on submission of a certificate signed by a recognized Medical Officer or a registered Medical Officer.
- xvi. A total of fourteen (14) weeks maternity leave shall be granted for a staff who delivers twins.
- xvii. On the expiry of maternity leave, if the University Medical Officer or a registered Medical Practitioner certifies that the staff concerned is not fit to resume duty, she shall be granted an extension of the maternity leave of one month.
- xviii. Maternity leave without pay may be granted to female staff who are not qualified for paid maternity leave.
- xix. A female staff on returning to duty after maternity leave may be given afternoons off for a continuous period of twelve (12) months from the date of birth to nurse her baby.
- xx. Nursing mothers who run shift may be placed on day time duty as far as possible.
- xxi. Maternity leave shall count towards a retiring award.
- xxii.
- xxiii. 10.1 Procedure for Maternity Leave
- xxiv. Staff shall submit to the Head of Department, a medical certificate signed by a registered Medical Practitioner, stating the expected date of delivery.
- xxv. Staff shall apply for maternity leave through their Heads of Department and the Heads of Department shall forward all relevant documents to the Registrar.
- xxvi. The Registrar shall write to the staff indicating reasons for

granting or not granting the Maternity Leave.

- xxvii. Staff going on maternity leave shall submit handing over notes to their Heads of Department before proceeding on leave.

11.0 Secondment

- xxviii. A Senior Member who wishes to be seconded to another institution shall have the said institution write formally to the Vice Chancellor requesting the secondment.
- xxix. The Senior Member shall also request the Vice Chancellor for the grant of the said secondment.
- xxx. The University shall satisfy itself that the secondment will be in the interest and to the advantage of both the Senior Member and the University.
- xxxi. If there are no reasons to refuse the secondment, an approval letter shall be issued by the Vice Chancellor, stating the duration of the secondment and any other terms associated to the secondment including any payments required to be made to the University.

12.0 Handing Over Notes

- xxxii. A staff proceeding on leave shall hand over, in writing, his/her duties together with any document, tool, equipment or office impress (if applicable) to his or her reliever.
- xxxiii. A copy of the handing over notes shall be forwarded to the immediate supervisor and copied to the Registrar.
- xxxiv. The immediate supervisor shall take inventory with the staff, review and accept the written handing over notes.
- xxxv. The staff handing over and the reliever shall sign the handing over notes after being satisfied that the records in the handing over notes are accurate.