



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

- **RECTOR** -

Number: IUS-REC 01- 971/2015

Date: April 3rd, 2015

In accordance to Article 120 of the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 42/13 - Revised text) and Article 11 of the Labor Rulebook of the International University of Sarajevo, No. IUS UO-08-2 / 2013 brought on April 24th, 2013, Rector of the International University of Sarajevo, issuing the following:

DECISION

about the procedure of applying for annual leave absence

I

When taking annual leave, all employees are required to submit an application for obtaining the annual leave days in person to the Dean (for academic staff) or to the line manager in accordance to IUS job classification (for administrative staff) via the prescribed form (Doc No: ZIR-GO-02).

After obtaining **the prior consent** from the Dean or from the direct superior, employees are required to obtain an official protocol number from IUS Archive office, and upon it personally submit application to the Human Resource Office (HR), **no later than three working days before the employees begin to use requested days of annual leave.**

II

The employee cannot begin using annual leave before obtaining permission signed by the Rector in the form of a formal final decision that is submitted to employee through the Human Resource Office (HR).

The prior approval / permission given by direct superior without final signature of the Rector according to previous paragraph cannot constitute the grounds for the beginning of annual leave.

III

Deadlines stipulated by this Decision shall apply in all other types of leave, and taking the leave is specifically prohibited without obtaining formal permission by Rector, except in emergency cases such as serious illness, death of a close member of the family...

Employees who do not submit their requests in a timely manner will be fully responsible for the possibility of late rejection of the application.

IV

Any failure to comply with this Decision shall be deemed as a serious breach of work duties.

V

This Decision shall enter into force on the day of its adoption.



RECTOR

Prof. Dr. Yücel Oğurlu

Delivered to:

1x To all Employees of IUS

1x Human Resource Office of IUS

1x a/a



