

PROCEDURES FOR SUNDRY LEAVES FOR *ADMINISTRATIVE STAFF* AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO

INTRODUCTION

This guidance document provides clarification for administrative staff at the International University of Sarajevo (IUS) on the university's expectations regarding sundry leaves. For the purpose of this document, in all cases the place of work named in an employee's contract is the International University of Sarajevo. Therefore, the obligation is placed on employees to maintain substantial physical presence at their contractual place of work. Even when an administrative staff is not physically present on campus, consistent with an implied agreement with his or her program head, whether the Dean or immediate Supervisor, there is a general expectation that an administrative staff should be readily available for work during periods he or she is contracted to be at work. So as not to create additional work or unnecessary burden for co-workers on site, the administrative staff should be reachable during the normal working day. This is not to make light of those emergency instances—such as annual leave, absence due to ill-health, and the like—when, consistent with the law and university policies, an administrative staff becomes unavoidably absent from the university campus.

Benefits of Attendance

IUS is committed to fostering a positive learning, research, and general working environment for academic staff and students. To be sure, physical presence of staff on campus is not the only way of achieving this positive atmosphere. Instead, non-physical avenues, such as phone conference, emails, and social media like Skype communications can also promote enriching educational environment. However, unwarranted absence of administrative personnel from campus makes it harder for students to access support, advice, and guidance when they need them while denying staff, more so new or early-career staff, an invaluable opportunity to exchange ideas with co-workers.

WORKING HOURS

1. Administrative staffers must accumulate a minimum of 160 working hours per month on IUS campus.
2. Records of these working hours must be revised daily by the immediate supervisor of the administrative staff in question and by the HR Office, at the instance of a warning from an immediate supervisor.
3. Alongside with HR Office, the immediate supervisor of an affected administrative staff will track the working hours accumulated by that staff at IUS by examining the daily electronic gate records monthly.
4. Immediate supervisors must keep the time sheets for each employee, and submit those sheets to HR Office at the end of the month for archiving.

SLIPS

1. Slips (reproduced in appendix 1) are modalities workers fill out when using no more than **4 hours a day** to attend to their **personal businesses and emergencies**. Administrative staff are entitled to a limit of 12 hours per month as approved absence.
2. The slip must be approved by an immediate supervisor the day before the requested absence or on the same day in extenuating circumstances like emergencies.

3. The slips must be harmonized with the time sheets, attached to those sheets, and together submitted to HR Office at the end of the month. To ensure that employees requesting this leave stay within the 12-hour per month limit, immediate supervisors have responsibility for monitoring and tracking how many hours a month an employee used.
4. The use of these absence slips is not intended in any way to negatively affect the rights of an employee.

EXCUSED ABSENCE APPROVED BY THE IMMEDIATE SUPERVISOR

1. An employee can use **one day** of absence with no need for a doctor's report (doznake) for **no more than once a month, translating into no more than eleven days a year.**
2. An employee using this type of absence from work must inform his or her immediate supervisor of the situation and **receive a written approval** by mail on the day the employee will not be at work. The immediate supervisor must be informed about the absence before the start of working hours and must extend the approval for the absence as soon as possible and, in any case, before the end of working hours.
3. To memorialize the approved absence, upon return to work, the employee must fill out a form on the stated absence, signed by the immediate supervisor.
4. The decision as to whether or not to approve a leave is an issue within the purview of the immediate supervisor. However, the supervisor must make that decision timely and give or withhold his/her consent as soon as possible. Where the immediate supervisor fails to approve an absence, the employee may bring a valid doctor's report for the date he or she was absent from work, or may count it as one day of annual leave.
5. Because this type of absence is treated as a paid leave, food allowance will be deducted for this day by the finance office.
6. Records of these excused absences are kept by managers of the offices who must submit a final report to HR Office by the end of the current month.

PAID, UNPAID, AND RELIGIOUS HOLIDAY LEAVES APPROVED BY THE RECTOR

These leaves are stipulated by law as well as by the Rulebook on Labor Relations of the International University of Sarajevo

Paid Leave

An employee is entitled to paid leave along with salary for up to **seven working days in one calendar year** when any of the following life events or circumstances takes place:

- (a) the employee gets married,
- (b) the employee's spouse gives birth to a child,
- (c) contraction of a terminal illness or death in the employee's family or household (as stated or defined by law),
- (d) the employee moves house,
- (e) occurrence of a natural disaster that puts the life or property of the employee at risk,
- (f) any other emergency, subject to the discretion and sound judgment of the Rector.

An employee is entitled to paid leave during the employee's education or professional development as stated in Article 12 of this Rulebook, as well as for education for the purposes of syndicate work, and for any other payment, to be determined by the Board of Trustees.

An employee who **donates blood on a voluntary basis** is entitled to at least one paid day off after each blood donation.

An employee is entitled to paid leave **in other cases** and times defined and regulated by the rules and regulations of the Canton or the company level agreement.

Unpaid Leave

1. When applying for unpaid leave, an administrative staff must fill out Form F121 and take it to his or her immediate supervisor, e.g., Office Manager or Secretary General, for approval and signature.
2. At the instance of an academic staff, indicated through a proper request, IUS will grant an unpaid leave, during which all the rights and duties defined and stated by the labor contract are frozen, unless stipulated otherwise by the law.
3. Unpaid leave defined by paragraph 1 of this article can be awarded under any of the following circumstances or events:
 - (a) for any public service,
 - (b) when an employee needs to care for a family member,
 - (c) for medical treatments or therapies, and
 - (d) in other scenarios case by case.
4. All decisions on unpaid leave mentioned in paragraph 2 of this article are to be made by the Rector taking into consideration various factors, including a determination that the employee's absence will not interfere with work processes.
5. If an academic staff is taking unpaid leave for the duration of more than one semester, the university reserves the right to request the employee to keep his or her work space free of any personal belongings, failing which the university will not be responsible for those personal effects, should they become lost.
6. Under the foregoing rules, the absence of an academic staff becomes authorized only after the Rector approves.

Religious Holiday Leave

An academic staff may take four days off annually to fulfill his or her religious obligations, two of which are paid leave and the other two unpaid. For practical and economic reasons involved in planning and creating curricula and syllabi for the period of religious holidays, and bearing in mind the diverse cultural and international backgrounds of IUS students and faculties, all the four days referenced in the previous sentence can be allowed as paid leave, if the Rector consents.

Procedure

1. When applying for paid leave, an administrative staff must fill out Form F121 and take it to his or her immediate supervisor for approval and signature.
2. An administrative staff applying for paid leave must submit the signed form to HR Office at least **seven days before** starting the requested leave, except in exceptional situations, such as the death of a close family member, or the birth of a child.
3. Upon approval and signature of the paid leave request by the Rector, an administrative staff may proceed on paid leave. In other words, the absence of an academic staff becomes authorized only after the Rector approves.

ANNUAL LEAVE

The rules for annual leave conform with the current Law on Labor of FBiH and the Rulebook on Labor of the International University of Sarajevo. The logic behind these rules is to succinctly delineate in one compact space all necessary information related to the exercise of this benefit.

1. In every calendar year, an administrative staff has the right to annual leave up to the limit of the number of days specified in the employee's employment contract.

2. An administrative staff employed for the first time or who has a termination between two employments longer than 15 days acquires the right to annual leave after 6 months of uninterrupted work. This translates into one day of annual leave for every completed month of work.
3. Calculation of annual leave does not include time periods of temporary work incapacity, non-working holidays and other periods of absence included in the employee's pensionable service. In the same vein, working hours are divided into 5 working days, excluding Saturdays and Sundays.
4. Administrative staffers may take their entire leave or break up into multiple parts. Where the latter is the case, the administrative staff must take at least 12 working days within the current calendar year, and the rest by 30 June of the following year at the latest.
5. To transfer the annual leave into the next calendar year, an administrative staff must start to use the annual leave in the current year.
6. An administrative staff has the right to use one day of his or her annual leave whenever the employee wants, but must notify his or her employer (i.e., immediate supervisor) at least three days beforehand.
7. Administrative staffers are advised to plan their annual leave timely, taking care to ensure that their absence does not disrupt the work process.
8. Administrative staff planning to use their annual leave in a time period longer than one day must submit their annual leave request to HR Office. The request must be signed by their line manager and submitted at least **seven days beforehand**.
9. Administrative staff planning to go on annual leave may download the form they must complete from the following link: <https://hr.ius.edu.ba/hr-document-templates>.
10. When filling out his or her annual leave request, an administrative staff should take a protocol number by calling 957-107, and next, after his or her line manager signs the request, bring it to HR Office to complete the procedure.
11. IUS will do its best to process an annual leave request within at least 48 hours from the moment of its submission to the HR Office and notify the administrative staff in question of the outcome of the application via e-mail.

ERASMUS EXCHANGE PROGRAM

Erasmus Exchange Programs are leaves stipulated by Decision IUS/REC 01-1189/2018 of 30 May 2018. They are work absences a beneficiary, whether an academic or administrative staff, needs to consummate an Erasmus Exchange Program.

Conditions

1. Academic and administrative staff can participate in exchange programs (with or without an inter-institutional agreement) for the duration specified based on the decision letter from the Rector, with the prior consent of the Dean and the Secretary General, taking into consideration the academic responsibilities of the beneficiary.
2. An academic staff may participate in up to one exchange mobility program per semester or two exchange programs within one academic year.
3. While on exchange, an IUS staff has the status of “*employee on professional development program*,” and is entitled to salary payment and benefit for transportation, except when participating in the exchange programs for the second time within one academic year.
4. Unless the Rector determines otherwise, an IUS staff participating in an exchange program for the second time within one academic year must use either his or her days of annual leave or unpaid leave for the time spent on the exchange program.



Procedure

1. After the employee receives approval and completes every paperwork with the IR Office, he or she must file a request on Form F121, approved by the Dean, that is then submitted to HR Office no less than 7 days before the start of the program.
2. Upon approval and signature of the paid leave request by the Rector, an academic staff may proceed on paid leave. In other words, the absence of the beneficiary becomes authorized only after the Rector approves.

OFFICIAL SICK LEAVES

1. Official sick leaves are leaves set aside for unplanned absences during which an administrative staff is unable to attend to his or her duties, due to unforeseen illness or injury.
2. When taking this leave, the employee must inform his or her supervisor of the event on the day as soon as possible, by email, preferably before working hours begin.
3. These leaves must be supported by proper and verifiable documents, such as a valid doctor's report for the period of absence, submitted timely in its original form by the end of the month the sick leave was taken. The doctor's report is submitted directly to HR Office.
4. These leaves can be taken for one or more days, depending on the doctor's opinion regarding the health condition of an employee.

OFFICIAL BUSINESS LEAVES PER IMMEDIATE SUPERVISOR'S WARRANT

1. Official business leaves are set aside for business purposes as well as for facilitating the conduct of official business on behalf of the International University of Sarajevo.
2. These leaves are performed upon a warrant from the immediate supervisor during official working hours.
3. Official business leaves are to be memorialized on the form designed specifically for these leaves, attached as an appendix to these rules. A completed request embodies information necessary to process the request, including signature, reason for the leave, date, and periods of absence,
4. Official business leaves are kept by the person in charge of keeping the time sheets who is advised to register the leaves in Excel Microsoft table.

Datum predaje/ Date of submission:

ODOBRENJE ZA ODSUSTVO / PERMISSION FOR ABSENCE

Na molbu zaposlenika:
Per employee's request:

Ime i prezime uposlenika/Name and Surname

Odobrenje za odsustvo dato je

od/from

do/to

h

h

Approved absence from work

Datum i vrijeme odsustva / Date and time of absence

Razlog odsustva/Reason of Absence:

Ovaj obrazac se koristi za sva odsustva zbog hitnih slučajeva, a odnosi se na odsustvo u maksimalnom trajanju od četiri sata u toku dana, i maksimalno deset sati mjesečno za koje uposlenik mora dobiti odobrenje Rukovodioca.

This form is used for all absences due to emergency cases, up to four hours during the day, and a maximum of 10 hours a month, employee must get approval from his/her Manager.

Ovaj obrazac se ne koristi za odobrenje godišnjeg odmora, jer za tu vrstu odsustva već postoji iposeban obrazac u upotrebi.

This form is not used for annual leave approval; a special form exists for that type of absence.

Odobrenje rukovodioca
Manager's approval

Ime i prezime / Name and Surname

Potpis /Signature

Datum predaje/ Date of submission:

SLUŽBENI IZLAZ TOKOM RADNOG VREMENA
OFFICIAL BUSINESS LEAVE PER WARRANT DURING WORK HOURS

Po nalogu nadređenog:
Per dean's/immediate
supervisor's warrant:

Ime i prezime uposlenika/Name and Surname

Za radnika:
Relating to the employee:

Ime i prezime uposlenika/Name and Surname

Datum izlaza / Date of Leave: _____

Vrijeme izlaza / Time of Leave: _____

Razlog odsustva/Reason of Absence:

Ovaj obrazac se koristi za službene izlaze po nalogu dekana/ nadređenog u svrhu obavljanja službenih dužnosti vezanih za djelovanje Internacionalnog univerziteta u Sarajevu.

This form is used for all official leaves per dean's/immediate supervisor's warrant for the purpose of conducting business related matters inuring to the benefit of the International University of Sarajevo.