

HALIÇ UNIVERSITY

Staff Leave Directive

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to determine the methods of leave of absence, excluding weekly holidays, for full-time (contracted for 5 working days a week) academic and administrative staff working at Haliç University and to define their responsibilities.

Scope

ARTICLE 2- (1) This Directive covers the provisions related to leave of absence procedures for the academic and administrative staff at Haliç University.

Basis

ARTICLE 3- (1) This Directive is prepared based on the Higher Education Law No. 2547, the Civil Servants Law No. 657, the Labor Law No. 4857, the Social Insurance and General Health Insurance Law No. 5510, and the Regulation on Paid Annual Leave published in the Official Gazette dated 03/03/2004 and numbered 25391.

Definitions

ARTICLE 4- (1) In this Directive;

- a) Unit: Refers to the academic or administrative units of Halic University to which the academic or administrative staff are affiliated.
- b) EBYS: Refers to the Electronic Document Management System.
- c) HR: Refers to the Human Resources Department of Halic University.
- d) Law: Refers to the Higher Education Law No. 2547.
- e) Board of Trustees: Refers to the Board of Trustees of Halic University.
- f) Rector: Refers to the Rector of Halic University.
- g) Rectorate: Refers to the Rectorate of Halic University.
- h) Senate: Refers to the Senate of Halic University.
- i) University: Refers to Halic University.
- j) Directive: Refers to the Staff Leave Usage Directive of Halic University.

CHAPTER TWO

Procedures and Principles

Academic Staff

ARTICLE 5- (1) In accordance with ARTICLE 36 of the Higher Education Law No. 2547, which states that "Teaching staff work in a permanent status at the university," teaching staff are required to fully comply with the working hours applied at the University outside of their leave of absence periods.

(2) To track working days and leave entitlements, teaching staff (including those entering with a vehicle) must swipe their staff identification cards when entering and exiting the University. Otherwise, days on which the card is not swiped will be considered as absent from work.

(3) In case of errors in the card system or individual cards, the relevant teaching staff should inform their Departmental Secretariat and notify the Human Resources Department and the System Security Directorate by sending an email, including the situation in the information provided.

Administrative Staff

ARTICLE 6- (1) The working conditions and leave practices of administrative staff are carried out considering the procedures and durations specified in the Labor Law No. 4857.

(2) The working hours of administrative staff may vary according to their employment contracts, but they should not exceed 45 hours per week. Unless otherwise agreed, the general working hours are from 08:30 to 17:30 on weekdays.

(3) To track working days and leave entitlements, administrative staff (including those entering with a vehicle) must swipe their staff identification cards when entering and exiting the University. Otherwise, days on which the card is not swiped will be considered as absent from work.

(4) In case of errors in the card system or individual cards, the relevant staff should inform their Departmental Secretariat/Directorate/Office and notify the Human Resources Department and the System Security Directorate by sending an email, including the situation in the information provided.

CHAPTER THREE

Types of Leave

Academic Leave

ARTICLE 7 - (1) Academic and administrative personnel engaged in postgraduate studies must submit a petition to their unit along with a student certificate and course program from the institute of the university they are enrolled in, which includes the postgraduate study phase.

(2) The decision letters indicating the academic leave status of the applying academic staff, with the approval of the Department Chair/Dean/Director, and administrative staff, with the approval of the Department Head/General Secretary, are forwarded to the Rectorate.

(3) If the Rector approves the relevant leave requests, academic and administrative staff engaged in postgraduate studies may be granted leave as follows: one day per week for those in the course phase and either one day per week or one day every two weeks for those in the thesis phase, depending on the nature of the thesis.

(4) Those at the doctoral/artistic proficiency stage cannot use academic leave.

(5) The total number of academic leave days for academic and administrative personnel engaged in postgraduate studies cannot exceed 10 days within an academic semester.

(6) Academic leave cannot be used during exam periods, and unused academic leave during this period cannot be carried over.

(7) Academic leave cannot be combined with annual leave.

Annual Leave Entitlements for Academic Staff

ARTICLE 8 - (1) The annual paid leave entitlement for academic staff, based on their length of service at the workplace, is as follows:

(a) For those with one to ten years (inclusive) of service, 20 (twenty) days.

(b) For those with more than ten years (from the eleventh year onwards) of service, 30 (thirty) days.

(2) Official holidays and public holidays occurring during the leave period are added to the leave duration.

(3) Deans/Directors/Department Chairs must leave a proxy for the days they are on leave.

(4) Leave durations for foreign national academic staff are granted according to the time criteria specified in their contracts.

(5) In annual leave usage; An academic staff member taking one working week of leave is considered to have used 5 (five) days of annual leave. However, for long leave that overlaps into the following working week, the week is considered as 7 (seven) days.

Example 1: For academic staff who start their annual leave on Monday, August 12, 2024, and return to work on Monday, August 19, 2024:

Leave start date: Monday, August 12, 2024
Leave end date: Friday, August 16, 2024
Return to work date: Monday, August 19, 2024
Total annual leave days used: 5 (five) days.

Example 2: For staff who start their annual leave on Monday, August 12, 2024, and return to work on Tuesday, August 20, 2024:

Leave start date: Monday, August 12, 2024
Leave end date: Monday, August 19, 2024
Return to work date: Tuesday, August 20, 2024
Total annual leave days used: 8 (eight) days.

Annual Leave Entitlements for Administrative Staff

ARTICLE 9- (1) The annual paid leave entitlement for administrative staff, based on their length of service at the workplace, is as follows:

- (a) For those with one to five years (inclusive) of service, 14 working days.
- (b) For those with more than five years but less than fifteen years of service, 20 working days.
- (c) For those with fifteen or more years of service, 26 working days.

(2) Employees under the age of 18 and those over the age of 50 are granted at least 20 working days of annual paid leave.

(3) Official holidays and public holidays occurring during the leave period are added to the leave duration.

(4) General secretary/Assistant General Secretary/Department Head/Unit Secretary/Coordinator and Directors must leave a proxy for the days they are on leave.

(5) Leave durations for foreign national staff are granted according to the time criteria specified in their contracts.

(6) In annual leave usage; An administrative staff member taking one working week of leave is considered to have used 5 (five) days of annual leave. However, for long leave that overlaps into the following working week, the week is considered as 6 (six) working days.

Example 1: For administrative staff who start their annual leave on Monday, August 12, 2024, and return to work on Monday, August 19, 2024:

Leave start date: Monday, August 12, 2024
Leave end date: Friday, August 16, 2024
Return to work date: Monday, August 19, 2024
Total annual leave days used: 5 (five) working days.

Example 2: For staff who start their annual leave on Monday, August 12, 2024, and return to work on Tuesday, August 20, 2024:

Leave start date: Monday, August 12, 2024
Leave end date: Monday, August 19, 2024
Return to work date: Tuesday, August 20, 2024
Total annual leave days used: 7 (seven) working days.

Advance Annual Leave

ARTICLE 10 - (1) Staff who have not yet earned their annual leave entitlement (i.e., have not completed one year of service) may request advance annual leave.

(2) To qualify for advance annual leave, the staff member must have completed at least 2 (two) months of service and there must be no objection to their leave based on their duties.

(3) Staff meeting these conditions may use up to 2/3 of their next year's annual leave as advance leave, which will be deducted from their paid leave for the following year.

(4) Staff who have worked for more than a year and have used all their paid annual leave may also request advance annual leave. This leave may be up to 2/3 of their next year's annual leave.

(5) If a staff member who has used advance leave leaves their job before their entitlement accrues, the used advance leave will be deducted from their final salary.

Marriage Leave

ARTICLE 11- (1) In the event of marriage, staff are granted 3 (three) days of marriage leave, starting from the first working day following the marriage ceremony.

Maternity and Paternity Leave

ARTICLE 12 -(1) Female staff are granted maternity leave in accordance with the procedures and durations specified in ARTICLE 74 of the Labor Law No. 4857.

(2) Female staff are entitled to paid leave for periodic check-ups during pregnancy. To utilize maternity leave, a medical report confirming pregnancy must be obtained from a doctor and presented.

(3) Female staff cannot be required to work for a total of 16 (sixteen) weeks, which includes 8 (eight) weeks before and 8 (eight) weeks after childbirth. However, if desired, and as long as health permits, female staff may work up to 3 (three) weeks before childbirth with a doctor's report. In cases of multiple pregnancies, an additional 2 (two) weeks is added to the 8-week period before childbirth.

(4) The periods specified for pre- and post-natal leave may be extended based on the female staff's health condition and the nature of the work if necessary. Extended periods are determined with a doctor's report.

(5) The wages for the periods of pre- and post-natal leave are paid through the Social Security Institution to the staff who complete the required documentation.

(6) Male staff whose spouses give birth are granted 5 (five) working days of paid paternity leave.

Lactation Leave

ARTICLE 13 -(1) Female staff are granted a total of 1.5 hours of lactation leave per day to breastfeed their children under one year of age.

(2) Female staff may choose to combine their lactation leave weekly, allowing them to use it as one full day per week. However, this leave cannot be carried over to other weeks or combined with other weekly leave days.

Emergency Leave

ARTICLE 14- (1) Academic and administrative staff may be granted up to 10 (ten) days of leave in a year, either in bulk or in parts, due to their personal emergencies.

(2) In cases of necessity, an additional 10 (ten) days of emergency leave may be granted in the same manner. In this case, the second grant of emergency leave will be deducted from the annual paid leave.

(3) Staff are granted 3 (three) days of emergency leave in the event of adoption or the death of their parent(s), spouse, sibling, or child.

(4) Emergency leave is granted for at least half a day or a full day within a single day.

Unpaid Leave

ARTICLE 15-(1) Upon request, female staff may be granted unpaid leave for up to six months following the completion of their 16 (sixteen) weeks of maternity leave or 18 (eighteen) weeks for multiple pregnancies.

(2) Personnel who are entitled to annual paid leave cannot normally take unpaid leave.

(3) Periods of unpaid leave are not considered for severance pay, notice pay, and annual paid leave.

Sick Leave

ARTICLE 16-(1) Academic staff who are unable to attend work due to illness or a mandatory reason must inform their Department Head and the Dean/Director of their absence within the day. In case of illness, a medical report (from a Family Doctor, State Hospital, University Hospital, or Private Hospitals with SGK agreements) must be submitted within the possible duration.

(2) Academic staff must send their sick leave report via email to their Unit Secretary by the end of the working day following the day it was issued, informing their Department Head and Dean/Director. The Unit Secretary must then forward the sick leave report to the Human Resources Department on the same day via email.

(3) Administrative staff who are unable to attend work due to illness or a mandatory reason must inform their Unit Secretary/Department Head/Director of their absence within the day. In case of illness, a medical report (from a Family Doctor, State Hospital, University Hospital, or Private Hospitals with SGK agreements) must be submitted within the possible duration.

(4) Administrative staff must send their sick leave report via email to the Human Resources Department by the end of the working day following the day it was issued, informing their Unit Secretary/Department Head/Director.

(5) Relevant regulations will be applied for sick leave reports that are not properly reported.

CHAPTER FOUR

Procedures for Leave Utilization, Leave Information, and Authority to Grant Leave

Procedures for Leave Utilization

ARTICLE 17 - (1) All personnel must create a Leave Request Form (IKD.FR.001) via the Electronic Document Management System (EBYS), obtain sequential signatures and approvals according to the hierarchical structure, and finalize the process with the final approval.

Academic Personnel

ARTICLE 18 - (1) Academic personnel must;

- (a) Complete the Leave Request Form (IKD.FR.001) in full for any type of leave request. The form should be signed by the Human Resources (HR) officer, the Department Head, and the Dean/Director.
- (b) The approved Leave Request Form must be sent to the Rectorate via EBYS by the Dean's Office/Directorate before the academic personnel takes the leave.
- (c) Personnel who use leave without filling out the form will be considered as absent, and relevant legal provisions will be applied.
- (d) The authority to decide whether there is any obstacle or issue with granting leave rests with the unit manager. The authority to determine whether the personnel are

entitled to leave, and the number of days and the dates for which they are entitled, lies with the HR Department.

- (e) Managers are responsible for approving annual leave requests in a way that does not disrupt the operations of their unit. In cases where leave requests coincide in terms of dates and seasons, priority will be given to employees with longer tenure at the workplace.

Administrative Personnel

ARTICLE 19 - (1) Administrative personnel must;

- (a) Complete the Leave Request Form (IKD.FR.001) in full for any type of leave request and follow the approval process as outlined below; - Secretary General/Deputy Secretary General/Department Head/Coordinator: Submit for the HR officer's signature and the Rector's signature/approval.
- (b) Unit secretaries: Submit for the HR officer's signature and the Dean's/Director's signature/approval.
- (c) Other administrative personnel: Submit for the HR officer's signature and the respective Unit Secretary/Department Head/Coordinator/Director's signature/approval.
- (d) The approved Leave Request Form must be submitted to the HR Department before the administrative personnel takes the leave.
- (e) Personnel who use leave without filling out the form will be considered as absent, and relevant legal provisions will be applied.

(2) The authority to determine if there is any obstacle or issue with granting leave rests with the unit manager. The authority to determine whether the personnel are entitled to leave, and the number of days and the dates for which they are entitled, lies with the HR Department.

(3) Managers are responsible for approving annual leave requests in a way that does not disrupt the operations of their unit. In cases where leave requests coincide in terms of dates and seasons, priority will be given to employees with longer tenure at the workplace.

CHAPTER FIVE

Miscellaneous and Final Provisions

Overtime

ARTICLE 20 - (1) Academic staff, for assignments, classes, laboratory work, and exam invigilation that occur after 6:00 PM on weekdays (excluding those receiving extra course fees) and on Saturdays/Sundays not included in their teaching schedules, are entitled to take leave equal to 1.5 times the duration of their duties. These leaves are used within the following month, on dates deemed appropriate by the unit manager. They cannot be transferred to subsequent months.

Classes given at the Continuing Education Center are excluded from this provision.

Rest Rights

ARTICLE 21 - (1) Staff are entitled to an uninterrupted rest period of at least twenty-four hours (weekend) within a seven-day period as per ARTICLE 46 of the Labor Law No. 4857.

(2) For assignments, classes, laboratory work, and exam invigilation (excluding those receiving payment) that fall on Saturdays/Sundays and are included in their teaching schedules, staff use their rest rights for the relevant week or the following week equivalent to the duration of the duties performed. These leaves are used within the following month, on dates deemed appropriate by the unit manager. They cannot be transferred to subsequent months.

Absenteeism Without Leave

ARTICLE 22 - (1) Failure to attend work without a valid excuse or permission will be considered as absenteeism, and relevant legal provisions will apply.

National Holidays and Festivities

ARTICLE 23 - (1) National holidays and festive days are as follows:

Public Holiday / National Holiday Name	Date	Holiday Periods
New Year's Day	January 1	1 Gün
National Sovereignty and Children's Day	April 23	1 Gün
Labour and Solidarity Day	May 1	1 Gün
Atatürk Memorial, Youth and Sports Day	May 19	1 Gün
Demokrasi ve Milli Birlik Günü	15 Temmuz	1 Gün
Victory Day	August 30	1 Gün
Republic Day	From 1:00 PM on October 28th and October 29th	1,5 gün
Eid al-Fitr	On the day of Arife, from 1:00 PM onwards	3,5 Gün
Eid al-Adha	On the day of Arife, from 1:00 PM onwards	4,5 Gün

(2) Work is not carried out at the University on the aforementioned official holidays.

(3) Staff required to work on official holidays will be paid an additional daily wage for each day worked.

Revoked Regulations

ARTICLE 24 - (1) The "Directive on the Determination of Leave Use Procedures and Principles of T.C. Haliç University," which came into effect on 22/06/2015 with the approval of the Board of Trustees, is hereby revoked.

Enforcement

ARTICLE 25 - (1) This Directive shall come into effect on the date it is approved by the Board of Trustees after being accepted by the Senate.

Execution

ARTICLE 26 - (1) The Rector of Haliç University is responsible for executing the provisions of this Directive.