



**SHAHEED MOHTARMA BENAZIR BHUTTO
INSTITUTE OF TRAUMA KARACHI**

March 18, 2023

Happy Announcement

Management took another initiative for all staff of the Institute and happily announce that all valuable employees can encash their Annual & Compensatory leaves (**Gazetted Holidays** only).

Policy, Procedure & Leave encashment form are enclosed here with and also available at //172.20.115.101/Public.

Last date of Leave encashment form submission is **March 25, 2023**.

For any assistance regarding Leave encashment procedure employees can visit HR Department Leave Section.

**Executive Director
SMBB Institute of Trauma Karachi**

Copy to:

- All Head of Departments
- All Incharges
- All Notice Boards



**SHAHEED MOHTARMA BENAZIR BHUTTO
INSTITUTE OF TRAUMA**

Ref No. **SMBBIT/HR/Pol/LE/0001**

Document Title: **Leave Encashment Policy**

Issuance: **Mar. 2023**

Leave Encashment Policy

- 1) All employees who completed their **three (03) months** of employment are entitled for leave encashment.
- 2) Employees are entitled **ONLY** for their **Current year Balance Annual Leave/s and /or Compensatory duty performed (Gazetted Holidays only)**.
- 3) **Extra / Compensatory Duty Hours** are **NOT** cashable.
- 4) Leave Encashment Amount will be transferred with the payroll at the end of fiscal year i.e. Every June of the year.
- 5) Separated employees are **ineligible** for Leave encashment.
- 6) Casual & sick leaves are **NOT** cashable.
- 7) Amount of Leave Encashment will not be reverted back, once employee submitted leave encashment form, they will not withdraw or avail annual leaves balance or Compensatory leaves.
- 8) All Leave Encashment Application request will be submitted in HR Department on the attached prescribed form.
- 9) The deadline of submission of Leave Encashment Form will be April 15 of every year. No request will be entertained after the deadline.
- 10) In case of separation after availing the leave encashment; Amount will be deducted on pro-rata basis from full & final settlement.
- 11) Salary encashment amount will be calculated as follows:

Leave encashment amount is equals to No. of Days (Unutilized Annual Leave and or Compensatory duty perform) multiply by June Gross Salary divided by thirty 30

Or

Leave Encashment Amount = $\frac{\text{No. of Days} \times \text{June Gross Salary}}{30}$

**Manager Human Resources
SMBB Institute of Trauma**

**Dr. Muhammad Sabir Memon
Executive Director
SMBB Institute of Trauma**



SHAHEED MOHTARMA BENAZIR BHUTTO
INSTITUTE OF TRAUMA KARACHI

Last date of submission: March 25, 2023

LEAVE ENCASHMENT FORM

Employee No.						Date of Application			-			-			
Name of Employee						Designation									
Department						Date of Joining			-			-			

DECLARATION

I do hereby affirm that I am applying for Leave encashment, after encashment, I will not avail any annual/compensatory leave during my current contract year.

Annual Leave		Days	Compensatory Leave		Days
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Dates of compensatory duties					
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Total Numbers of Leave Encashment applied for		Days			
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Name & Signature of Employee						Countersignature of HOD/Incharge					
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(FOR USE OF HR DEPARTMENT ONLY)

LEAVE BALANCE

Annual Leave		Days	Compensatory Leave		Days
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Dates of compensatory duties					
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Checked by						Verified by					
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