



## Details of Annual Leaves of Employees of Jamia-tul-Madina (Boys)

### (1) Nazims (Principals) – Resident & Non-Resident, and Nazims of Night Classes

- From **27th Sha'ban-ul-Mu'azzam to 11th Ramadan-ul-Mubarak**,
- And then from **27th Ramadan-ul-Mubarak to 4th Shawwal-ul-Mukarram**.

### (2) Nazim Jadwal (Schedule In-Charge)

- From **12th Ramadan-ul-Mubarak to 4th Shawwal-ul-Mukarram**.
- Nazim Jadwal will resume duty on **5th Shawwal-ul-Mukarram at 4:00 PM**.
- On days when students are not present in Jamia-tul-Madina, the duty timing of Nazim Jadwal may be adjusted with mutual consultation between the Rukn-e-Majlis and Nazim Jadwal.

### Note:

- The annual leaves for:
  - Nazim Jamia: **27th Sha'ban to 11th Ramadan and 27th Ramadan to 4th Shawwal**
  - Nazim Jadwal: **12th Ramadan to 4th Shawwal**
- However, with the permission of the Divisional Rukn-e-Majlis and mutual agreement:
  - Nazim Jamia may avail the leave period of Nazim Jadwal.
  - Nazim Jadwal may avail the leave period of Nazim Jamia.
- No one is allowed to take leave on their own discretion.
- Such permission must be in writing.
- In case of leave adjustment, the attendance procedure should be understood from the relevant Ijara (contract) responsible person.

### (3) Teachers

(Dars-e-Nizami & English Teachers) and Members of Zonal Educational Affairs (Religious & Secular Classes)

- From **27th Sha'ban-ul-Mu'azzam to 5th Shawwal-ul-Mukarram**.
- Teachers of Hifz & Nazra:
  - From **1st Ramadan-ul-Mubarak to 3rd Shawwal-ul-Mukarram**.

### (4) 12 Religious Work Responsible Persons & Self-Support Responsible of Jamia



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- They have no annual leave except from **1st Shawwal to 3rd Shawwal-ul-Mukarram**.

## **(5) Office Responsible Persons (Performance & HR)**

- From **12th Ramadan-ul-Mubarak to 4th Shawwal-ul-Mukarram**.

## **(6) Resident Caretakers, Gatekeepers, Cooks & Assistant Cooks**

- From **1st Ramadan-ul-Mubarak to 14th Shawwal-ul-Mukarram**.

## **(7) Non-Resident Caretakers & Gatekeepers and Jamia Night Classes Staff**

- From **6th Ramadan-ul-Mubarak to 14th Shawwal-ul-Mukarram**.

### **Note:**

- Gatekeepers and cooks whose contracts specifically exclude Ramadan leave will not be granted Ramadan holidays.
- Nazims must carefully check the leave details mentioned in the contract forms of their subordinate caretakers, gatekeepers, and cooks.
- Ensure no entitled employee is deprived of leave and no non-entitled employee is given leave contrary to contract terms.
- Otherwise, Nazims may face accountability later.

### **Important Clarification:**

This leave policy applies only to those employees whose contracts were made according to:

- Jamia-tul-Madina contract form, or
- Faizan-e-Madina Majlis contract form.

Others will follow the leave terms mentioned in their respective contract forms.

### **Important Reminder**

If during annual holidays (1st Ramadan to 4th Shawwal) there is a need for caretakers, gatekeepers, cooks, or assistant cooks to work:

- Permission must be obtained from:
  - Nigran Majlis Jamia-tul-Madina Boys,
  - Divisional Supervisor,



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- Finance Responsible Person,
- And approval from Majlis Ijara.
- Temporary daily contract will be processed through payroll.

Without following this procedure, salary will not be paid.

## **Additional Adjustment Clause**

From **27th Sha'ban to 30th Sha'ban**, resident caretakers, gatekeepers, cooks, and assistant cooks must attend Jamia.

- If there is no work and they request leave, leave may be granted.
- Adjustment will be made from their six-month leave balance or salary deduction accordingly.
- Non-resident caretakers and gatekeepers' leave starts from **6th Ramadan**, and the same principle applies.

## **(8) Members of Majlis Madani Basta & Household Donation Box / Donation Box Income**

- From **27th Sha'ban to 11th Ramadan**,
- And from **27th Ramadan to 4th Shawwal**.

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## **(9) Cabinet Member / District Responsible / Division Responsible / Provincial Responsible / Rukn Majlis Jamia-tul-Madina**

- From **12th Ramadan to 4th Shawwal**.

### **Note:**

- Annual leave for:
  - District & Division Responsible: **12th Ramadan to 4th Shawwal**
  - Provincial Responsible & Rukn Majlis: **27th Sha'ban to 11th Ramadan and 27th Ramadan to 4th Shawwal**
- With permission of Nigran Majlis and mutual agreement:
  - Provincial Responsible may avail District/Division leave period.
  - District/Division Responsible may avail Provincial leave period.
- No one is allowed to decide leave independently.



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## Special Attention

The leave details for each position are mentioned on the first page of each employee's contract form.

Every employee should also check this detail through the **ESS (Employee Self Service)** system.

If there is any discrepancy between this announcement and the contract form, the leave mentioned in the contract form will be considered valid.

## Closing Message

Alhamdulillah, the blessed month of Ramadan is approaching.

Engage abundantly in the recitation of the Holy Qur'an and also participate in Ramadan donations and admissions.

May Allah Almighty grant us the ability to benefit from the blessings of Ramadan and grant steadfastness in Dawat-e-Islami. Ameen.

**Wassalam with respect**

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