



REPUBLIC OF TURKEY

ISTANBUL AYDIN UNIVERSITY

LEAVE DIRECTIVE

FIRST SECTION

Purpose, Scope, Basis, and Definitions

PURPOSE

Article 1: The purpose of this Directive is to determine the procedures and principles of the leave processes for the academic and administrative staff working within Istanbul Aydın University.

SCOPE

Article 2: This Directive covers the procedures and principles of the leave processes for the academic and administrative staff working within Istanbul Aydın University.

BASIS

Article 3: This Directive has been prepared based on the Higher Education Law No. 2547, published in the Official Gazette dated 06.11.1981 and numbered 17506; the Labor Law No. 4857, published in the Official Gazette dated 10.06.2003 and numbered 25134; and the Annual Paid Leave Regulation, published in the Official Gazette dated 03.03.2004 and numbered 25391.

DEFINITIONS

Article 4: In this Directive, the following terms shall mean:

- a) **University:** Istanbul Aydın University,
- b) **Rector:** The Rector of Istanbul Aydın University,
- c) **Chairman of the Board of Trustees:** The Chairman of the Board of Trustees of Istanbul Aydın University,
- d) **Secretary General:** The Secretary General of Istanbul Aydın University,

- e) **Dean:** The Deans of the Faculties within Istanbul Aydın University,
- f) **Head of Department:** The managers working in the administrative units affiliated with Istanbul Aydın University,
- g) **Director:** The directors of vocational schools, institutes, application and research centers, and administrative units within Istanbul Aydın University,
- h) **Unit Manager:** The deans, institute/vocational school/center directors, secretary general, directors, and other unit heads and managers working in all academic and administrative units affiliated with Istanbul Aydın University,
- i) **Academic Staff:** All teaching staff working at Istanbul Aydın University,
- j) **Administrative Staff:** All administrative staff working at Istanbul Aydın University,
- k) **EBYS:** The Electronic Document Management System of Istanbul Aydın University,
- l) **Senate:** The Senate of Istanbul Aydın University,
- m) **Leave:** The leaves specified in the Labor Law No. 4857 and other leaves specified in this directive for Academic and Administrative Staff,
- n) **Human Resources Directorate:** The Human Resources Directorate of Istanbul Aydın University,
- o) **Personnel Department:** The Personnel Department of Istanbul Aydın University.

SECOND SECTION

LEAVES AND PROCEDURES AND PRINCIPLES TO BE APPLIED

Earning Annual Paid Leave and Leave Period

Article 5: Annual paid leaves to be granted to the university's academic and administrative staff are earned and granted in accordance with the principles specified below.

- a) Academic and administrative staff earn annual leave upon completing 1 (one) year from the day they start work.
- b) Staff whose service duration is less than 1 (one) year but more than 6 (six) months may, if approved by the unit manager, use advance leave up to half of the annual leave they will be entitled to in their first year. If a staff member who has taken advance leave leaves the job before completing their annual paid leave, the salary for the used leave is deducted from their receivables.
- c) The right to annual paid leave and the leave periods are determined within the framework of the provision in Article 53 of the Labor Law No. 4857. The leave periods that staff working at the university can use according to their years of service are as

follows:

- (i) For those with a service period of 1 (one) year to 5 (five) years (including five years), 14 (fourteen) workdays,
- (ii) For those with a service period of more than 5 (five) years and less than 15 (fifteen) years, 20 (twenty) workdays,
- (iii) For those with a service period of 15 (fifteen) years (inclusive) and more, 26 (twenty-six) workdays,

For those over fifty years old and under eighteen years old, the leave periods are: For those with a service period of 1 (one) year to 14 (fourteen) years (including 14 years), 20 (twenty) workdays, For those with a service period of 15 (fifteen) years (inclusive) and more, 26 (twenty-six) workdays.

- d) If the planning for annual paid leave is less than 3 (three) days, the leave form in the university system must be prepared and submitted to the Human Resources Directorate Organizational Development Unit/Personnel Department via the IAUHR system at least 3 (three) days before the leave starts. If it is 3 (three) days or more, it must be submitted 15 days in advance. Requests for leave that do not comply with this period will not be considered or granted.
- e) Creating annual leave schedules via EBYS, making leave requests via the IAUHR system, and tracking the approval process is the responsibility of the academic/administrative unit manager to whom the staff member is affiliated.
- f) The annual leave earned for each service year is to be used within the next service year as specified in Article 53 and subsequent provisions of the Labor Law No. 4857.
Annual paid leaves that are not used due to mandatory reasons are paid to the staff member as a salary upon their departure from the institution.
- g) Personnel with an annual leave entitlement of 14 days can use their leave in one or at most 2 periods, while personnel with an entitlement of 20 days can use their leave in 2 or at most 3 periods. Annual leaves can be used in a maximum of 3 periods, provided that there is a valid reason given by the personnel.
- h) Personnel who work 3 days or less per week can use their entitled annual leave in one period, and personnel who work 4 days or less per week can use their entitled annual leave in a maximum of 2 periods. For personnel whose working period is less than 5 days, non-working days are also included in the leave period.
- i) National holidays, weekend holidays, and general holidays that coincide with the annual paid leave period are not counted as part of the leave period.

- j) Annual leaves are counted in working days. In calculating the number of annual leave days, Saturdays are counted as leave days in leaves that include weekends. Saturdays are considered working days in the calculation of leave days.
- k) If a personnel member becomes ill during their annual paid leave and submits a sickness report accepted by the Social Security Institution (SGK) on time or delivers it to the relevant unit manager, the days of illness are not counted as part of the annual leave.
- l) Personnel are encouraged to take their annual leaves not during the education-teaching period but during the summer period and semester break as determined in the university's academic calendar, and outside the preference promotion periods determined according to ÖSYM's calendar. Outside these periods, to take annual paid leave, the "Annual Leave Form" must be prepared and submitted to the Human Resources Directorate Organizational Development Unit/Personnel Department through the IAUHR system and EBYS after the relevant manager's approval is completed. It is the responsibility of the personnel requesting the leave to follow up on the approval of the leave request.
- m) Relevant unit managers prepare the annual leave plan for their units in accordance with the leave usage calendar determined and published annually by the Rectorate and send it to the Rectorate through the IAUHR system by the end of May.
- n) Permissions can be used with the approval of the unit managers, General Secretariat, and the Rectorate, considering the institution's principles and job requirements, at times deemed appropriate by the unit manager and in accordance with shift schedules so as not to disrupt work. If only two people are working in the same unit, it is not possible for them to take leave at the same time.
- o) Payment in lieu of leave is not possible. During the leave period, no paid work can be performed. Leave requests can only be used after the approval of the sequential supervisors is completed.
- p) Leave requests are evaluated by the Human Resources Directorate Organizational Development Unit and the Personnel Department according to whether the annual leave entitlement exists. If it is determined that there is no annual leave entitlement or advance leave entitlement, the leave request is not approved, and the relevant personnel are informed through the system.
- q) To ensure that annual leaves are used within the year they belong to and/or to prevent the accumulation of leave, academic staff can be put on annual leave with the approval of the Rector, and administrative staff with the approval of the General Secretary.

- r) In extraordinary situations and/or as deemed necessary by the Rectorate, ongoing leaves can be suspended to be used later.
- s) Unit managers authorized to grant leave must determine who will deputize for the personnel taking leave before the leave starts. In the absence of special provisions, the deputy duty is fundamentally given to the person closest in rank and title to the one taking leave, considering hierarchical levels.
- t) Personnel who will spend their annual paid leave outside the location of the University can be given up to four days of **unpaid leave** to cover travel time, provided they request it and provide documentation.
- u) For academic staff, if there is a pre-scheduled training leave between the start and end dates of their annual leave, it counts as a normal working day from their annual leave.
- v) Compensatory leave cannot be taken before the annual leave entitlement is exhausted. If academic and administrative personnel, who still have annual leave entitlement, request leave outside the defined compensatory leaves, the leave will be deducted from their annual leave or evaluated as unpaid leave.

Excuse Leave

Article 6- (1) Excuse leaves are used within the framework of the provisions stipulated in Article 2 of the Annex to the Labor Law No. 4857 and listed below, by attaching or declaring a document showing the excuse.

- a) 3 (three) days for the employee's own marriage,
(In case of marriage, the leave can be taken within six months from the date of the wedding, by providing a marriage certificate and/or a document showing the wedding date obtained from the municipality, along with a copy of the identity card.)
- b) 5 (five) days if the male employee's wife gives birth,
- c) 3 (three) days in case of the death of the employee's mother, father, spouse, child, or sibling,
- d) Up to ten days of paid leave per year, either in one go or in parts, is granted for the treatment of the employee's child with at least seventy percent disability or a chronic illness, based on a medical report, and can only be used by one working parent,
- e) Hourly **bereavement leave** can be taken for the death of a non-first-degree relative.

(2) In addition to the above-mentioned excuses and those stated in relevant laws, an excuse leave can be requested through the IAUHR system, provided that a mandatory need arises, not

exceeding a total of 3 days in a year, either daily or hourly. This leave cannot be requested collectively and cannot be considered a right to leave.

(3) Except for sudden situations such as birth and death, leave planning and requests must be made through the system **1 week in advance**. In sudden situations, the leave form must be filled out on the first working day of return.

(4) Excuse leaves requested for needs such as health or official institutional procedures can be used up to 8 hours per month with the approval of the unit manager for academic staff and the General Secretary for administrative staff. **These leaves cannot be used as a full day.**

(5) Except for exceptional cases, administrative leave must be approved by the unit supervisor and the leave form must be filled out at least 3 business days in advance through the system. Upon return from leave, documents must be submitted within 2 business days. Leaves without submitted documents will be processed as unpaid leave. Responsibility for this matter lies with the employee.

Sick Leave

Article 10: Sick leave is used according to the principles listed below.

- a) Employees are considered on leave for the duration of their medical report if they document their illness with a report. Employees without a doctor's report stating they are fit to work cannot work during the rest period.
- b) Reports from doctors authorized to write prescriptions on behalf of SGK, public hospitals, and private hospitals are valid. Medical reports from hospitals and health centers must cover the start and end dates. Medical reports are calculated based on calendar days, not working days.
- c) The salary for report days of 3 (three) days or more is paid by the affiliated Social Security Institution.
- d) For employees to receive incapacity benefits from SGK due to obtaining a medical report, they must have paid at least ninety days of insurance premiums within the past year from the date of the report.
- e) Academic/administrative staff on sick leave must submit the incapacity certificate, approved by the relevant unit supervisor, to the Human Resources Department Organizational Development Unit and Personnel Department via the IAUHR system within 2 (two) business days at the latest. If the medical report is not submitted, the leave documents are not considered valid.

- f) If an employee's absenteeism based on a report exceeds the notification periods specified in Article 17 of the Labor Law by 6 weeks, the employee's employment contract may be terminated according to Article 25 of the Labor Law.

Job Search Leave

Article 11: Employees leaving the institution under the notice period specified in Law No. 4857 can use **job search leave** up to 2 hours a day or collectively before the date of departure. Employees with a notice period of 4 (four) weeks have the right to 6 (six) business days; those with a notice period of 6 (six) weeks have 9 (nine) business days; and those with a notice period of 8 (eight) weeks have 12 (twelve) business days of collective job search leave.

Pregnancy, Maternity, and Nursing Employee Leave

Article 12: (1) Leave for pregnant and nursing employees is regulated according to Article 74 of Labor Law No. 4857 as follows:

- a) Pregnant employees must submit doctor reports indicating their pregnancy to the Human Resources Department Organizational Development Unit/Personnel Department via the IAUHR system by their respective units within 3 (three) business days at the latest. Pregnant employees are granted leave for periodic check-ups during their pregnancy, provided they document their appointments.
- b) Female employees cannot be forced to work at night (night hours are defined as starting at the latest at 20:00 and ending at the earliest at 06:00) from the time their pregnancy is confirmed by a medical report until delivery.
- c) Employees who have recently given birth are prohibited from working at night for one year following childbirth. At the end of this period, if it is determined by a medical report that night work is detrimental to their health and safety, they will not be assigned night shifts.
- d) Pregnant employees are generally not required to work for a total of 16 weeks, 8 weeks before and 8 weeks after childbirth. Academic/administrative staff who are deemed fit to work from the thirty-second week and wish to continue working until the thirty-seventh week must submit a petition stating their intention to work until the thirty-seventh week and a medical report stating "No objection to working from the thirty-second week" to the Personnel Department via the IAUHR system through their unit management; administrative staff must submit their petition and report to the Human Resources Department Organizational Development Unit via the IAUHR system. However, if an employee receives a report allowing them to work until the third week

before childbirth and their health condition permits, the worked period may be added to the postnatal leave. In the case of multiple pregnancies, 2 weeks are added to both pre- and postnatal leaves.

- e) Employees who have an early birth during the 8-week prenatal leave period can transfer their unused prenatal leave to the postnatal period.
- f) Academic/administrative personnel wishing to go on maternity leave in the thirty-second week must submit a petition addressed to their respective unit supervisor, accompanied by a report stating "Unable to work from the thirty-second week onwards." This should be forwarded to the Personnel Department Directorate via the IAÜHR system by the relevant unit management. Administrative personnel should submit the same report via the IAÜHR system to the Human Resources Directorate's Organizational Development Unit through a petition addressed to their unit supervisor.
- g) The university does not pay salaries or cover insurance premiums for personnel on maternity leave. The Social Security Institution (SGK) pays personnel two-thirds of their daily gross salary as maternity benefit. SGK calculates the amount to be paid based on the total gross salary received by the personnel in the last three months before childbirth.
- h) Female personnel are granted breastfeeding leave to nurse their newborns until they reach the age of one. Breastfeeding leave can be taken in increments of one and a half hours daily, arranged according to a schedule determined by the personnel and their unit supervisor. Personnel wishing to use breastfeeding leave submit their request via a petition for approval by their unit manager through the Electronic Document Management System (EBYS). The process of breastfeeding leave is monitored by the Personnel Department Directorate for academic personnel and by the Human Resources Directorate's Organizational Development Unit for administrative personnel.
- i) Upon request, female personnel may be granted unpaid leave for up to six months following maternity leave under Article 74 of Labor Law No. 4857. To be eligible for unpaid leave after childbirth, personnel must not have used any other leave after maternity leave. During unpaid leave, provisions regarding breastfeeding leave do not apply. However, after the unpaid leave period, breastfeeding leave of one and a half hours per day is granted until the child reaches one year of age. Personnel using unpaid leave after childbirth are not paid salaries and their insurance premiums are not covered during this period.

- j) Before the end of maternity leave, personnel wishing to take unpaid leave must submit a petition addressed to the relevant unit supervisor via unit management through the Electronic Document Management System (EBYS) to the Personnel Department Directorate. Administrative personnel must submit a petition addressed to the relevant unit supervisor, signed by the unit supervisor, through the EBYS to the Human Resources Directorate's Organizational Development Unit. However, this period is not taken into account in the calculation of annual paid leave entitlements.
- k) Pursuant to Article 74 of Labor Law No. 4857, female workers who use postnatal maternity leave for childcare and upbringing purposes, provided their child is alive, are entitled to unpaid leave for half of the weekly working hours for sixty days after the first childbirth, one hundred twenty days after the second childbirth, and one hundred eighty days after subsequent childbirths. In the case of multiple births, thirty days are added to these periods. If the child is disabled, this period is extended to three hundred sixty days. Provisions regarding breastfeeding leave do not apply during the period benefiting from these provisions.

Compensation Time Given for Overtime Work

Article 13: (1) Academic and administrative personnel cannot work overtime without the approval of their unit supervisor, General Secretariat, and Rectorate. Personnel who work overtime with the approval of their Unit Supervisor/General Secretariat/Rectorate can use one hour and thirty minutes of compensatory time for each hour of overtime worked, provided they apply through the IAÜHR system. Voluntary work done without the approval of the Unit Supervisor/General Secretariat/Rectorate does not count as overtime. Personnel use the compensatory time they earn within six months, within their working hours, and without any deduction from their salary.

(2) Academic personnel's entitlement to leave in exchange for classes cannot be combined and taken at once for several weeks; it must be taken in the week it is due. However, academic staff who are unable to take their entitled leave in the week they are due for compelling reasons can combine their leave for several weeks at once upon written application and approval by the Dean/Director and Rectorate, or during semesters without educational activities.

Unpaid Leave

Article 14: Unpaid leaves are used according to the following principles:

- a) Academic or administrative personnel may request **unpaid leave** based on need. During unpaid leave, personnel are not paid salaries, and insurance premiums are not covered. The personnel's statutory rights are suspended during the unpaid leave period and are not considered in calculations for annual leave and severance pay.
- b) Personnel may not engage in other employment during unpaid leave. The request for unpaid leave, specifying the duration, reason, period of leave, location of leave usage, and contact information, is made using a leave form.
- c) For unpaid leave to be granted, arrangements must be made to ensure the uninterrupted performance of administrative responsibilities for administrative personnel and educational and research duties for academic personnel. It is the responsibility of the unit supervisors authorized to grant leave to make these arrangements.
- d) Unpaid leaves are used after approval. Approval for unpaid leave requests of up to two days rests with the unit supervisor for academic personnel and with the General Secretariat for administrative personnel. Requests for unpaid leave exceeding three days must be submitted two weeks before the leave date and used after approval from the Board of Trustees Chairmanship. Unpaid leaves of up to one month or six months may be used with the approval of the Board of Trustees.
- e) Unpaid leave requested for weekdays that coincides with a weekend is extended to include the weekend day in the leave period.
- f) Return dates from unpaid leave are monitored by the personnel's unit supervisor, Human Resources Directorate's Organizational Development Unit, and the Personnel Department Directorate. Personnel who do not return to duty at the end of the period must immediately have a record prepared and report to the Rectorate for academic personnel or the General Secretariat for administrative personnel.
- g) Personnel who do not return to duty without providing any valid excuse after using unpaid leave lose their employment rights and are considered to have resigned. During unpaid leave, if personnel receive a medical report covering the period after the end date of unpaid leave, actions will be taken for the part of the report covering the period after the end of unpaid leave, and the date of return to duty will be the end date of the report. In other words, obtaining a medical report while on unpaid leave does not divide the unpaid leave period.

Assignment Leave

Article 15: In external assignments, the "Assignment" option is selected from the system, and assignment-related documents (assignment letter, invitation letter, research, academic work, article work, library, meeting, congress, presentation, fair, training, seminar, etc.) are attached to the leave form filled out with the approval of the unit supervisor **assignment leave** can be used. Applications must be made to the BAP Commission for assignment leave requested for scientific studies and events lasting two days or more.

Graduate Education Leave

Article 16: Academic personnel attending graduate education outside Istanbul Aydın University may use **graduate education leave**.

During the course period, by submitting the student certificate and weekly course schedule, a maximum of 3 semesters in Master's and Doctorate (excluding semesters and summer holidays), excluding semesters and summer holidays; In the Integrated Doctorate, **graduate education administrative leave** is given one day a week for a maximum of 5 semesters (excluding semesters and summer holidays). In the thesis period, by submitting the student certificate, **administrative leave** is given once a month for a maximum of 3 semesters in the Master's and a maximum of 4 semesters in the Doctorate, excluding semesters and summer holidays. **Graduate education administrative leave** cannot be used in any way during the exam periods of Istanbul Aydın University.

Official Holidays and Leave Periods

Article 17 - (1) No work is performed at the University on the following official holidays. Employees working on holidays are paid a daily wage for each day worked.

- a) New Year's Day (January 1st),
- b) Ramadan Feast (the day before Eid from 1:00 PM onwards + 3 days),
- c) Sacrifice Feast (the day before Eid from 1:00 PM onwards + 4 days),
- d) April 23rd - National Sovereignty and Children's Day,
- e) May 1st - Labor and Solidarity Day (Labor Day),
- f) May 19th - Commemoration of Atatürk, Youth and Sports Day,

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- g) July 15th - Democracy and National Unity Day,
- h) August 30th - Victory Day,
- i) October 29th - Republic Day (from October 28th, 1:00 PM onwards + 1 day)

THIRD SECTION

Miscellaneous and Final Provisions

GENERAL PROVISIONS

Article 18-(1) Leave requests are processed on the Leave Request Form and signed by the unit manager. The form is then submitted through the system to the Personnel Department Directorate for academic staff and to the Human Resources Directorate's Organizational Development Unit for administrative staff. Unit managers must report to the Human Resources Directorate's Organizational Development Unit/Personnel Department Directorate whether the employee has returned to work within three days after the end of their leave. The unit manager is responsible for any damages the institution incurs due to the failure to make this notification.

(2) The Personnel Department Directorate and the Human Resources Directorate's Organizational Development Unit are responsible for ensuring that all leaves are used, monitored, and reported in accordance with this directive.

(3) For any type of leave up to two days, the unit manager for academic staff and the General Secretary for administrative staff will evaluate and approve/disapprove the leave request.

CASES NOT COVERED BY PROVISIONS

Article 19- (1) In cases not covered by this Directive, actions will be taken in accordance with the Labor Law No. 4857 and other relevant legislation.

(2) Any announcements, procedures, and principles regarding leave and usage to be made by the Rectorate Office or the Board of Trustees Chairman, other than this Directive, are also annexed to the Directive and are binding for all personnel.

ENFORCEMENT

Article 20- This Directive enters into force on the date it is approved by the Senate, 03.07.2024.

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EXECUTION

Article 21- The provisions of this Directive are executed by the Rector of Istanbul Aydın University.