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## **TED UNIVERSITY**

### **REGULATIONS FOR LEAVES**

#### **ARTICLE 1: GENERAL**

TED University academic and administrative staff members acknowledge that ensuring a high quality undergraduate and graduate education according to TEDU standards is their primary responsibility; therefore they are well aware that observing this priority when planning their leaves is an inherent virtue.

#### **ARTICLE 2: BASIS and AIM**

This document is based on the respective articles of the Labor Law No. 4857 and Regulations on Annual Leaves.

The aim of this document is to regulate the annual leave rules and principles of the TED University academic and administrative personnel.


#### **ARTICLE 3: SCOPE**

This regulation comprises the annual leave principles, criteria and procedures for TED University academic and administrative personnel.

#### **ARTICLE 4: DEFINITIONS**

TEDU : TED University  
UAB : TED University Administrative Board  
OFFICE OF THE RECTOR : TED University Office of the Rector  
RECTOR : TED University Rector  
SENATE : TED University Senate  
OFFICE OF THE DEAN : TED University Faculties - Office of the Dean  
DEAN : TED University Dean of the respective faculty.  
SECRETARY GENERAL : TED University Secretary General  
ELS : TED University English Language School  
ACADEMIC STAFF : Lecturers, instructors and research assistants employed in TED University on a full-time or part-time basis.  
ADMINISTRATIVE STAFF : Administrative personnel employed in TED University on a full-time or part-time basis.  
DIRECTOR : TED University administrative unit directors.

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#### **ARTICLE 5: ANNUAL LEAVE**

Following regulations on annual leaves are based on Articles 53, 54, 55, 56 and 57 of the Labor Law No. 4857.

A. Annual leave durations are as follows:

- a) Fourteen (14) days for those having a service period between one (1) year and five (5) years (including five years).
- b) Twenty (20) days for those having a service period of more than five (5) and less than fifteen (15) years,
- c) Twenty six (26) days for those having a service period of fifteen (15) years and more.

However, the duration of annual paid leave to be allowed to employees at the age of fifty (50) and above shall not be less than twenty (20) days.

B. Unused leaves are processed according to the Law No. 4857.

C. Administrative leaves and casual leaves granted by TEDU throughout the year cannot be deducted from annual leave duration.

D. No payment will be made for the leaves unused during the term of employment. In case of termination of employment for any reason, duration of unused and currently available leaves is used for calculating the exit date.


E. When calculating the duration of annual leaves, Saturdays at the beginning or at the end of the leave duration are counted as half a day and deducted from the annual leave.

F. Annual leave requests should be made in a reasonable time prior to the start of the leave in order to allow the administration to make necessary work arrangements accordingly.

G. Annual leaves are to be used during the period between semesters or during summer holiday excluding force majeure.

H. In case of state of emergency, the annual leave can be suspended and the employee can be called for duty. In this case, the remaining duration of the leave is reserved to be used in the future.

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- I. The days spent at trainings, seminars, conferences, and promotion activities at home or abroad commissioned by the university are not deducted from the duration of the annual leave. These assignments are subject to the approval of the UAB for the academic personnel and the approval of the Rector upon proposal by the Secretary General for the administrative personnel and cannot exceed a period of two months as a paid assignment. For the assignments exceeding two months, the employee can use an unpaid leave for a maximum duration of one (1) year.
- J. There might be various regulations concerning the utilization of annual leave on the employment agreement which are not included in this document. In this case, the regulations on the employment agreement are considered valid.

**ARTICLE 6: CASUAL LEAVE, MATERNITY and BREAST-FEEDING LEAVE, SICK LEAVE**


Academic and administrative staff members can use their rights on casual leave, maternity and breast-feeding leave and sick leave according to the following principles and the Labor Law No. 4857.

**Casual Leave**

- A. Academic and administrative staff members are entitled to use casual leave in cases of marriage or adoption, or due to decease of parents, spouse, children or siblings.
- B. Academic and administrative staff members are entitled to use casual leave during the treatment of their children with a chronic disease or min. 70% disability provided that the related case is documented and only one of the working parents to use it in accordance with the articles of Labor Law No. 4857.

**Maternity and Breast-Feeding Leave:**

- A. Staff member who would like to request maternity leave is responsible for informing the director in charge of the related unit in a reasonable time prior to the starting date of leave.
- B. Brest-feeding leaves are used on a daily basis in line with the very nature of this type of leave. In cases when breast-feeding leaves are requested as a whole, the staff member should apply to the executive in charge with a petition.

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**Sick Leave:**


- A. The physician of the university who is recognized by the SGK (Social Security Institution) can issue sick leave for maximum one (1) day.
- B. If the health matter lasts more than one (1) day, the academic or administrative employee should document their situation with a medical certificate issued by the related social security institution or an authorized institution recognized by SGK. In that case, employee is considered on leave during sickness.
- C. The photocopy of the medical certificate should be submitted to the TEDU Human Resources Department within 2 (two) working days. If the last day falls on weekend or an official holiday, the certificate should be submitted in the morning on the first working day after holiday.
- D. The payment for the sick leave which exceeds 2 (two) days is made by the related social security institution. If the duration of the sick leave mounts up to 60 (sixty) days, the total difference between the medical certificate wage paid by the Social Security Institution and the salary of the employee; the entire wage up to sixty (60) days of the employee who is retired but continues to work at TEDU, if not covered by the Social Security Institution; and the entire amount of monthly salary over 60 days for all employees are paid by the university with the approval of the Office of the Rector, upon proposal by the Secretary General.

**Sabbatical Leave:**

Research oriented long term leaves can be granted in order to support the academic staff members in their research studies. Rules and principles on long term paid leaves are to be designated based on a set of regulations to be issued separately.

**ARTICLE 7: UNPAID LEAVE**

- A. Academic and administrative staff members are entitled to use unpaid leave following the basis and procedures given below:
  - a. **Academic personnel** are allowed to use unpaid leave with the decision by UAB provided that they have worked minimum two (2) years for the university.

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- b. **Administrative personnel** are allowed to use unpaid leave with the assent of the related unit director, confirmation of the Secretary General and approval of the Rector respectively upon their written request.
- B. Unpaid leave is available provided that the responsibilities and administrative duties, if any, of the related personnel can be arranged so that there won't be any hindrance due to their absence.
- C. Unpaid leave period is maximum one (1) year. This period can only be extended up to 24 months due to childbirth or health issues also considering the staff requirements of the related academic or administrative unit
- D. Following the duration of unpaid leave of absence for one year, the employee cannot be entitled to a second leave of absence at least for another one (1) year from the date of return to TEDU.
- E. Written request to be submitted by the personnel for an unpaid leave should include exact dates of the leave.
- F. Personnel failing to show up at work for three (3) consecutive days after the completion of unpaid leave shall forfeit their rights as an employee and will be considered resigned.

## **ARTICLE 8: ADMINISTRATIVE LEAVES**


Administrative leaves are used within the following framework:

### **TEDU without Barriers**

This type of administrative leave is only applied to the personnel with disabilities.

- A. The disabled personnel on assignment during the *International Week for the Disabled, 10-16 May*, are entitled to use leave of absence for one (1) day upon their request.
- B. The disabled personnel are entitled to use administrative leave on the *International Day of Persons with Disabilities, December 3<sup>rd</sup>*, depending on the working schedule of the respective unit.
- C. The disabled personnel has the right for one (1) day of certified medical examination per month provided that they have documented it. This leave is considered as paid casual leave and cannot be deducted from the annual leave.

### **Administrative Leaves**

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- A. All academic and administrative personnel are entitled to use administrative leave for a period not exceeding one (1) day due to simple health matters and diseases with the approval of authorized executive. In this case, the related personnel are responsible for notifying their chief in charge. Total number of days on administrative leave cannot exceed five (5) days in one (1) year.
- B. Daily administrative leaves can be used with the approval of the Rector upon proposal by the Secretary General.

## **ARTICLE 9: MISCELLANEOUS and FINAL PROVISIONS**


### **Procedures to be followed**

- A. Leave requests are made by the related personnel through the online interface of the university or via written petition according to the type of leave in compliance with the related regulations. Requests are processed by the Human Resources Department upon the approval of the authorized executive in charge.
- B. Any leave request failing to comply with the basis and procedures mentioned hereby in this document are deemed invalid.
- C. In cases when the personnel fails to show up at work by the return date of leave for one (1) day or more, whether notified or not, the Office of the Dean (for the academic personnel) or the Office of the Secretary General (for the administrative personnel) shall inform the Office of the Rector about the situation with a written notification.

### **Executives Authorized to Issue Leaves**

Following are the executives authorized to issue leaves within the framework of related regulations and basis and procedures hereby mentioned:

- A. Executives authorized to issue leaves for academic personnel:
- a) Chairman of the Board of Trustees for the Rector
  - b) Rector for Vice Rector, Dean, Director of Graduate School and Director of ELS,
  - c) Dean for Vice Dean, Vice Director of Graduate School, Unit Director/Head of Department and their deputies.

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d) Dean, with the confirmation of Head of the Unit/Department, for academic personnel; or Dean with the confirmation of ELS Director.

B. Secretary General, with the confirmation of the related unit director, for the administrative personnel

a) Secretary General, with the confirmation of the related unit director, for the administrative personnel

b) Secretary General, for administrative unit directors

c) Rector, with the confirmation of Secretary General, for Deputy Secretary General

d) Rector, for Secretary General.

#### **ARTICLE 10: ENFORCEMENT AND EXECUTION**

A. Upon the approval of this document, the current regulation for the annual leave ceases to have effect. This regulation will be effective on the date of approval by the Board of Trustees. Personnel rights of leaves granted by the existing regulation are reserved.

B. This regulation is executed by TED University Rector.

#### **SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED**

<b>DATE</b>	<b>DECREE NO.</b>	<b>EXPLANATION</b>
21.05.2015	2015-05	Regulations for Leaves
13.04.2017	2017-04	Amendments
04.05.2017	2017-05	Amendments
02.09.2019	2019-08	Entire document (Approved by 65 <sup>th</sup> BoT)
27.05.2021	2021-14	Article 7
20.01.2022	2022-02	Article 6

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