



**KAMUZU UNIVERSITY**  
OF HEALTH SCIENCES

## CONDITIONS OF SERVICE

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### **KAMUZU UNIVERSITY OF HEALTH SCIENCES**

*This document is in draft format and has been shared with KUHeS staff members for consultation and feedback only and should not be shared to the general public.*

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**EXCELLENCE FOR LIFE**

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## **GLOSSARY**

### **Abscondment**

means absence from work for a period of at least five(5) consecutive working days.

### **Absenteeism**

means absence from duty without permission from a responsible officer.

### **Adjunct staff**

is a person who is not an employee of the University but who makes regular and significant contributions to the teaching, research or scholarship of the University

### **Academic Staff**

means persons for the time being holding appointments, whether on full time or part time basis, under contract with the Council, as professors, associate professors, senior lecturers, lecturers, assistant lecturers, staff associates, adjunct staff and includes all members of staff whose conditions of service contain an obligation to undertake research and senior professional staff of the library, or any other post declared by the Senate by category or title to be an academic post

### **Academic year**

means the period between the first day of the first University semester and the last day of the second University semester, where the last day shall mean the date of Senate assessment meeting.

### **Act**

means the Kamuzu University of Health Sciences Act No. 20 of 2019.

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**Active service**

means continuous service that does not include or cover a period of Leave of Absence or Unpaid Leave or otherwise stated and commences with the date of appointment in the University.

**Administrative Staff**

means persons for the time being holding appointments, whether on full time or part time basis, under contract with the Council, in the administration of the affairs of the University;

**Allowance**

means monetary benefit an employee is entitled to receive to facilitate his/her duties.

**Appointment**

means the formal engagement of an employee in the service of the University in accordance with the University Conditions of Service.

**Appointment Committee**

means a sub-committee of Human Resource Committee of Council responsible for the appointment of employees

**Basic Salary**

means, unless otherwise specified, the total emolument package excluding any perquisites and allowances payable to employees.

**Chairperson**

means the Chairperson of any committee as defined and appointed in accordance with the Act or any committee appointed by Council or its authorised agents.

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<b>Committee</b>	means a statutory committee, sub-committee and an <i>ad-hoc</i> committee as constituted in accordance with the Act or relevant Statutes.
<b>Employment Contract</b>	means a legally binding agreement these Conditions of Service
<b>Conduct</b>	Means the employees behaviour in relation to his/her employment and all stakeholders
<b>Corporate Management</b>	means the Vice Chancellor, Deputy Vice Chancellor, Registrar, Director of Student Affairs, and Director of Finance and Investments
<b>Council</b>	means the Council of the Kamuzu University of Health Sciences established and incorporated under section 8 of the Kamuzu University of Health Sciences Act No. 20, of 2019.
<b>Dependant</b>	in relation to these Conditions of Service means an employee's biological or legally adopted child under the age of 18 years, who are unmarried and wholly dependent on the employee and declared to the University by the employee.
<b>Dismissal</b>	means termination of employment based on employee's capacity or conduct, with or without notice.

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**Domiciled Staff**

means staff members who are Malawian, or non-Malawian resident in Malawi and recruited on terms in these Conditions of Service.

**Employee**

means a person employed by the University whether on tenure or fixed term under a defined contract of employment.

**Established post**

means an approved position in the University schedule of established positions.

**Executive Management**

means Vice Chancellor, Deputy Vice Chancellor, Executive Deans, Registrar, Director of Student Affairs, Director of Finance & Investments Librarian, and Director of Institute of Research and Postgraduate Studies.

**Fiscal Year**

means any other period declared by Malawi Government as a financial year.

**Gratuity**

means the terminal benefit that an employee on fixed term appointment will receive upon completion of the respective period of service.

**Grievance**

means a dissatisfaction or feeling of injustice on the part of an employee or group of employees concerning an issue arising from the University's workplace and/or work environment.

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<b>Head of Department</b>	means a person appointed and designated as such and being accountable for a department administratively.
<b>Immediate Family Member</b>	means declared spouse, child, mother and father of an employee.
<b>Incompetence</b>	means lack of skill that an employee expressly or by implication holds him/herself to possess.
<b>Leave</b>	means a recognized and authorized period of absence from duty;
<b>Management</b>	means the Vice Chancellor, Deputy Vice Chancellor, Registrar, Director of Student Affairs, Director of Finance and Investment, Director of Institute or Research and Postgraduate
<b>Misconduct</b>	means a breach of the Conditions of Service and/or regulations, professional, ethical or other law in force at the time.
<b>Non domiciled staff</b>	means staff members who are non-Malawian recruited on special terms.
<b>Operational requirements</b>	means any of the following: economic down run, technological changes, re-organization, restructuring, merger or closure of a department, center or a section, relocation of business, outsourcing and insolvency.

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<b>Passage</b>	means the cost of transportation of a non-domiciled employee and eligible family members by the most cost-effective way.
<b>Probation</b>	means a prescribed period for which an employee has to serve prior to being confirmed in appointment.
<b>Resignation</b>	means termination of employment with the University, voluntarily by an employee, after giving due notice or paying in lieu of notice.
<b>Retirement</b>	means leaving the service of the University upon attainment of a prescribed retirement age or/and condition.
<b>Retrenchment</b>	means reducing or cutting down the staff establishment due to operational requirements.
<b>Salary Increment</b>	means a specified annual increase in the employee's salary which is granted until the maximum prescribed salary in the salary scale segment for the grade is reached.
<b>Senate</b>	means the Senate of the University as established under Section 27 of Kamuzu University of Health Sciences Act No.20. 2019.
<b>Spouse</b>	means one spouse only, as declared in the staff record form, notwithstanding that the employee maybe permitted by law or custom to have more than one spouse.

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**Suspension**

means a situation where an employee suspected or alleged of a misconduct is caused to stay off duty temporarily pending investigations

Or

means a sanction where an employee charged with a misconduct has been heard.

**Teaching**

includes drawing course or module outlines, setting course works, lecturing, tutoring, delivering tutorial, assessment, and supervision.

**University**

means the Kamuzu University of Health Sciences established under Section 3 of the KUHeS Act.

**Working days**

mean any day other than Saturdays, Sundays and Public Holidays.

**Volunteer**

means an individual who is authorised to render services to the University without remuneration.

## **Section 1: General Information**

### **1.1 Preamble**

The Kamuzu University of Health Sciences (KUHeS), established under Act 20 of 2019 recognises important role that the employees play to achieve its objectives.

The University is committed to recruiting and maintaining the best talent and providing a conducive environment that enhances creativity, performance and compliance in its employees in order to achieve its vision and mission. These Conditions of Service are designed to facilitate that.

It is the duty of every employee to familiarise themselves with these Conditions of Service and an obligation to the University to orient and make available to its employees these Conditions of Service.

Employees will be required to sign an agreement indicating having read and understood the Condition of Service within one month of being employed or served with an amendment.

### **1.2 Vision**

To be a world class University and Centre of excellence in health education, research and innovation.

### **1.3 Mission**

To advance knowledge, professional competencies, skills and innovations in health sciences through high quality student-centred and innovative education and research that responds to policy, health and development needs in an efficient, sustainable and result-oriented manner.

### **1.4 Core Values**

- Care

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- Entrepreneurship
- Innovativeness
- Life-long learning
- Quality
- Respect for diversity
- Teamwork

### **1.5 Mandate**

The mandate of the University is enshrined in its objects as follows to:

- a) generate knowledge and evidence which will influence policy for advancement and development of better health care and related programmes at all levels;
- b) develop qualified and skilled human resources for health and related disciplines committed to addressing national health challenges whilst contributing to the global health agenda;
- c) establish conducive teaching and learning environment for health-related disciplines wherein staff and students feel secure to work independently and collaboratively;
- d) provide the opportunity of acquiring higher education to all persons without discrimination;
- e) contribute towards national development through research-based community outreach and engagement activities;
- f) promote and nurture a culture of entrepreneurship, invention, and innovation in health service delivery;
- g) develop partnerships with industries and other stakeholders for the generation, transfer, adoption, and application of health-related technologies; and
- h) foster capacity for independent critical thinking and informed intellectual discourse among students.

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### **1.6 Policy Statement on Discrimination**

The University shall in the application of these Conditions of Service ensure that no employee is discriminated against on the basis of race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, disability, property, birth, marital status or family responsibilities or anything that is deemed discriminatory under the Laws of Malawi.

### **1.7 Objectives of the Conditions of Service**

The objectives of the Conditions of Service are:

1. To provide an atmosphere conducive to teaching, learning, research, community engagement and governance by promoting a harmonious relationship between Council and its employees.
2. To bring order to the general conduct of the core business of the University by clearly defining conduct and performance standards.
3. To Provide a framework that ensures consistency, uniformity, and fairness in the handling of human resources and administrative matter in the University.
4. To Define and present rules, regulations and practices applicable to all categories of employees under the University.
5. To Outline the remuneration, rights, responsibilities, obligations and limitations of all employees of the University.
6. To Clarify on the rights and obligations of the University as an employer on one part and its employees on the other.

### **1.8 Interpretation of Conditions of Service**

These Conditions of Service shall be interpreted by the University Registrar as Head of Administration or his/her appointee, who may consult appropriate authorities for assistance in interpretation. Where an employee is dissatisfied with the interpretation, the matter shall be

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referred to necessary offices or committees as laid out in these Conditions of Service.

### **1.9 Scope of the Conditions of Service**

These Conditions of Service shall apply to all types of appointments except where it is specifically stipulated.

### **1.10 Review and Amendment of the Conditions of Service**

- 1.10.1 These Conditions of Service shall, therefore, be reviewed after every five years or periodically in the best interest of the University and its employees and in consultation with the Department of Human Resource Management and Development.
- 1.10.2 All reviews or amendments shall be presented for employee consultations before they are presented to the Council for approval.
- 1.10.3 Executive Management shall ensure that the Conditions of Service are up-to-date and in line with the prevailing employment and labour related legal frameworks, conventions and Government policies.
- 1.10.4 Each time an amendment is made, all employees shall be notified in writing and shall be provided with copies of such amendments within a month.
- 1.10.5 As these Conditions of Service cannot provide for every possible circumstance that may arise, the Vice Chancellor shall in consultation with Executive Management have the discretion to make decisions on matters not specifically provided for in these Conditions of Service. However, after making such decisions, the Vice Chancellor shall report the same to the Council for its noting, endorsement or further directions.

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### **1.11 Disclaimer**

Ignorance of these Conditions of Service is not an excuse.

## **Section 2: Staff Appointments**

### **2.1 Recruitment Process**

- a. An appointment shall be made only where a vacancy exists in the University establishment, projects or its affiliates.
- b. The University establishment shall be reviewed every five years and additional posts to the establishment shall be approved by the Council.
- c. A vacancy shall be advertised internally and/ or externally before an appointment is made.
- d. Where exceptional skills are required, the University shall head hunt the right candidate for the position.
- e. No initial appointment shall be made without an interview except honorary, adjunct, part-time and volunteer appointments.
- f. The Appointments Committee shall be responsible for all matters relating to appointments of staff.
- g. Appointments up to Senior Lecturer level shall be made upon approval by the Vice Chancellor and appointment below Senior Lecturer level shall be approved by the Executive Dean as guided by relevant Statute(s).
- h. Appointments of Associate Professor and Professor shall be made upon approval by the Council.
- i. Recruitment of Administrative staff shall be facilitated by the office of the Registrar and approved by the Vice-Chancellor on behalf of the Council.

### **2.2 Appointments**

- a. For appointments in Grades KU1 to KU3 and Associate Professor will be done by Council except for positions of (i) Director of

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Teaching and Learning Development Centre (ii) Director of Institute of Research and Postgraduate Studies who shall be appointed by the Executive Management. The positions below KU3 shall be recruited by Executive Management and respective Schools.

### **2.3 Offer of Appointment**

- a. Following approval of the appointment, the Registrar shall prepare an offer letter of appointment.
- b. All appointments must be accepted by the successful candidate in writing within 14 calendar days from the day the offer has been given.
- c. If the first successful candidate does not accept the post will be offered to the next successful candidate or would be re-advertised.
- d. Once the offer is accepted in writing, it shall be valid for a maximum of 3 months from the date of acceptance.
- e. All new appointments shall be subject to an appropriate medical assessment from a registered and authorised medical practitioner.
- f. The Head of Department in conjunction with the Registrar shall arrange an induction for the new employee(s).

### **2.4 Types of Appointment**

The University shall have the following types of appointments:

#### **2.4.1 Tenure Appointment**

- a) Tenure appointment shall be the type of employment where the period of service is up to the mandatory retirement.
- b) An employee appointed on a tenured position shall be on a probationary period of a minimum of six months

#### **2.4.2 Fixed-Term Contract Appointment**

- a) A fixed-term contract appointment shall apply to employment for a specified period of time.

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- b) A fixed term contract appointment shall be renewable, subject to mutual agreement by Council and the employee as long as the engagement does not go beyond seventy years (70) of age.
- c) A fixed term contract of employment shall automatically terminate on the specified date, unless it is expressly or tacitly renewed or prolonged, no notice shall be required for its termination.
- d) Processes and notice of renewal of fixed term contract shall start not less than three months before termination date.
- e) The University shall engage staff on fixed term contract when a temporary staffing gap exists or as specified in the Statutes.
- f) The University shall not be obliged to renew a fixed term contract.

#### **2.4.3 Specific Task Contract**

- a) The Council shall appoint any person for a specific task requiring expertise for a specific period where such expertise does not exist in the University or is inadequate or for purposes of capacity building or where the task is of temporary nature.
- b) A contract of employment for a specific task shall automatically terminate on the expiry of the task and no notice shall be required for its termination.

#### **2.4.4 Temporary Appointment**

- a. Temporary appointment is on a month-to-month basis
- b. Temporary appointment shall be made by the Registrar and or the Executive Dean/Director, on behalf of the Appointments Committee, taking into account the available

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workload and the provision of staff establishment in appointing temporary staff.

- c. Temporary appointment shall be for a period not exceeding twelve (12) months

#### **2.4.5 Part-Time Appointment**

- a. The part-time appointment for administrative staff shall be made by the Registrar or Director
- b. The part-time appointment for the academic staff shall be made by the Executive Dean or Director as the case maybe
- c. The appointing authority shall take into account the available workload, availability of finances and the provision of staff establishment when making the part time appointment.
- d. Part-time appointment is on hourly basis, normally not exceeding sixteen (16) hours per week (30% full-time equivalent). This includes preparation and delivery.
- e. A part-time staff appointment shall be for a maximum period of one academic year.
- f. A part-time staff appointment shall be renewable on mutual agreement subject to satisfactory performance and availability of funds.
- g. The Head of Department shall notify the appointing authority and justify the additional hours, if more than sixteen (16) hours have been taught per week.

#### **2.4.6 Honorary Appointment**

- a. Honorary appointment is a contract appointment of an agreed fixed period where the University does not provide salary and other benefits to the employee provided the applicant meets the minimum requirements for the post.

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- b. University employees in active service are not eligible for honorary appointment.
- c. Honorary appointments shall be given titles which are appropriate to the academic ranks in accordance to their qualifications.
- d. The Head of Department will recommend the appointment to be approved by an Executive Dean for up to Senior Lecturer or Vice Chancellor for Associate and Full Professors.
- e. The honorary appointment shall be for a period of three calendar years and renewable.

#### **2.4.7 Adjunct Appointment**

- a. Adjunct appointment is offered to a person who is not an employee of the University but who makes regular and significant contributions to the teaching, research or scholarship of the University.
- b. The adjunct lecturer shall be appointed for the duration of the requirement as determined by the Executive Dean of the School.
- c. This type of appointment shall not apply to staff on leave of absence.

#### **2.4.8 Postdoctoral Appointment**

- a. Postdoctoral appointment is aimed at mentored training to acquire the skills necessary for a chosen career path.
- b. Postdoctoral appointments procedure shall be outlined in the relevant policy.

#### **2.4.9 Acting Appointment**

- a) An employee may be required to act on a temporary basis in a post higher than the employee's substantive post where such higher post is temporarily vacant.

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- b) The staff member appointed to act shall be informed in writing by the appointing authority.
- c) In such circumstances the employee acting shall be entitled to receive an acting allowance of the difference between the current salary and the starting salary of the Grade in which s/he is acting.
- d) No acting allowance shall be paid for an acting period of less than four weeks.
- e) In addition to the acting allowance the employee in acting capacity shall be entitled to duty facilitating perquisites (allowances, perks and benefits) applicable to the acting position.
- e. The acting appointment shall not create further acting appointment
- f. An acting allowance shall be paid only when a staff member performs the full duties and carries the full responsibility of the post in which he or she is acting.
- g. When she/he does not carry out the full responsibility of the post, a responsibility allowance shall be considered in lieu of an acting allowance.
- h. A staff member shall not act on a position for a period exceeding 12 months except where such is made explicit reason for the extension.

#### **2.4.10 Staff Associate and Assistant Lecturer Appointment**

- a) Staff appointed to the position of Staff Associate shall have a minimum of first degree at least with credit
- b) Staff shall be appointed to the post of Assistant Lecturer where they hold a minimum of an Honours degree and a first degree with at least a credit.

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- c) On appointment the performance of Staff Associates/ Assistant Lecturers shall be assessed for a period equivalent to one semester.
- d) Staff Associates/ Assistant Lecturers shall be expected to proceed for further studies within 2 years of their appointment and shall be bonded albeit being temporary.
- e) Upon completion of Masters studies or professional qualifications, Staff Associates/ Assistant Lecturers shall be appointed to the position of Lecturer
- f) The services of the Staff Associate/Assistant Lecturer shall be terminated when they:
  - i. underperform according to the performance management system guidelines
  - ii. fail their Masters studies or professional qualification

#### **2.4.11 Appointment on Probationary Terms**

- a) Staff employed on fixed-term and tenure shall be placed on a probation period of 6 months.
- b) After completion of the probationary period, an employee who has performed satisfactorily shall be confirmed in their appointment in writing.
- c) Where the employee's performance is unsatisfactory on completion of the probationary period, the contract shall either be terminated or the probationary period shall be extended for a maximum period of three (3) months.
- d) Where the employee's performance is unsatisfactory on completion of at least two months of the extended probationary period, their services shall be terminated.

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## **2.5 Engagement**

A formal agreement with the University on terms other than appointment or employment.

### **2.5.1 Secondment from University to other Institutions**

- a. Shall mean leave granted to a tenured employee to be attached to Government, parastatal body, or any other organisation within or outside Malawi.
- b. The initiative to second an employee shall be taken either as a result of a request from Government, parastatal body, or any other organisation to the University or from the University to government, parastatal body, or any other organisation as part of an on-going staff development scheme.
- c. A formal request shall originate from the University for an employee to work in other institutions on secondment on assessment of the skills.
- d. The maximum period for any one secondment shall be four years subject to extension by mutual agreement negotiated in advance.
- e. Both parties shall give each other a notice of three months of their intention to terminate the secondment.
- f. The period when an employee is on Secondment shall count as continuous active service to the University.
- g. Staff seconded out shall be paid their substantive position's salary and associated benefits by the University,
- h. The period for secondment shall only be applicable up to mandatory retirement age or end of contract as the case maybe.

### **2.5.2 Secondment to the University from other organisations**

- a. Appointment on secondment from Government/Parastatal/other institutions to the University is where the University makes a formal request to the government/parastatal/other institutions to release its employee for a fixed period of time to work in the University.
- b. A formal request may also originate from government/parastatal/other institutions to the University for an employee to work in the University on secondment.
- c. The period for secondment shall only be applicable up to mandatory retirement age.
- d. The University shall pay salary of the seconded staff, where there is a requirement to top up in case of differences arising from salaries between the organisation and the University.
- e. All staff on secondment shall be subjected to the University performance appraisal system.
- f. The secondment shall be terminated upon evidence of unsatisfactory performance having been given ninety days' notice to the originating institution and the seconded staff.
- g. The seconded staff shall be subjected to the University Rules and Regulations.
- h. If a person on secondment reaches retirement age during secondment period, the University shall notify the originating institution.

### **2.5.3 Visiting Scholar**

- a. A visiting Scholar is either a Researcher, Fellow or Professor from another University, government agency or research institution who visits the host University for the purposes of doing research, teaching or other academic projects for a specified period of time.

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- b. A visiting Scholar shall be under a specific department.
- c. The Head of Department shall be responsible for coordination of visiting scholar's terms of engagement
- d. All expenses for the visiting scholar, researcher, fellow or professor shall be covered by their home institution or a responsible project.

#### **2.5.4 Internship Engagement**

- a. An internship is a planned structured and managed programme that provides practical work experience to individuals who only have theoretical knowledge, for an agreed period of time.
- b. The University shall have guidelines to regulate the engagement of Internship which shall include but not limited to: process and method of recruiting the interns, duration of internship and remuneration
- c. Tasks to be performed and the development support offered to interns shall be carefully defined before embarking on recruitment to ensure that these are correctly and precisely targeted.
- d. Engagement on internship basis shall not translate into employment in the University.

#### **2.5.5 Student Engagement**

- a. Student enrolled for classes (full time or part time) maybe engaged in non-academic, academic and research assistant positions.
- b. The basis of student engagement is to help meet the needs of the University and provide opportunities for academic and administrative job experience.

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- c. Student engaged shall be recruited by the Head of Department with approval from the Executive Dean or Registrar/Director.
- d. Student engagement will be a temporary arrangement and shall be paid a stipend to be determined by Council from time to time.
- e. Students' engagement shall be limited to ten (10) hours a week.

#### **2.5.6 Technical Assistance and Volunteer Service**

- a. Engagements under this category shall be governed by terms of reference set out in the memorandum of understanding between the University and the contracting out agency.
- b. The contents of the Memorandum of Understanding shall not contravene the Laws of Malawi.

### **2.6 Terms of Appointment**

- a. The Terms of Appointment apply to all types of Appointments as defined in Section 2.4 of these Conditions of Service except where otherwise stated.
- b. The University shall maintain a job grading system of KU1 to KU12.
- c. An academic employee appointed in management and administrative position shall revert back to the substantive academic position at the end of the term of office.
- d. An employee under paragraph 2.4.2 shall revert to his/her substantive position and salary at the end of their term of office.
- e. An employee whose substantive position is above the leadership position in 2.4.2 shall maintain the salary for his/her substantive position at the end of their term of office.

## **2.7 Salary Placement and Increments**

- a. Salary and other benefits payable to employees shall be determined by Council from time to time.
- b. On first appointment, employees shall be ordinarily placed on the first notch unless otherwise negotiated by proven similar previous experience and other factors.
- c. Increments of salary shall be reckoned with effect from the start of the financial year, or such other dates as Council may determine.
- d. An employee shall be required to serve at least 12 months in their respective positions before becoming eligible for annual increment or notch movement.
- e. Annual increment to the next notch shall be effected at the beginning of the financial year.
- f. Staff members upon attainment of higher qualification relevant to their fields shall be awarded an increment of two notches provided they are not at the bar of a particular grade.

## **2.8 Career Progression**

- a. An employee of the University shall progress according to relevant career path.
- b. The University shall be committed to providing the requisite environment and resources wherever possible for continuous employee development.
- c. An employee's promotion shall be guided by the promotion criteria.
- d. Attainment of higher qualification does not guarantee a promotion to the next grade.

## **2.9 Consultancy**

- a. An employee shall be allowed to engage in consultancy as guided by the Research and Consultancy Policy.

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- b. An employee shall not enter any agreement for consultancy without the written approval of the Executive Dean or Registrar or Director except where the employee has taken Leave of Absence.
- c. The proceeds from consultancy shall be shared based on the prevailing Research and Consultancy Policy Guidelines.

### **2.10 Working Hours**

- a. The normal working day shall be from 07:30 hours to 16:30hours with a one-hour lunch break from 12 hours to 13 hours, Monday to Friday.
- b. Working hours could be flexible and employees may be required to do work during odd hours in accordance with an appropriate workload as approved by responsible authority as long as one completes forty (40) hours in a week.
- c. An employee other than a faculty member is required to carry out workload in respect of their work for a minimum of 40 hours in a week.
- d. Faculty members shall be required to carry a workload in respect of teaching, research, community engagement and administration services as per Workload Policy.
- e. Employee's working hours will be determined by the job requirements stated in the employment contract

### **Section 3.0: Staff Transfers**

- a. Transfer is the relocation of a staff member within the University, between schools or departments.
- b. Transfer may be initiated by either staff member, Head of Department or Section.
- c. The Executive Dean or Registrar or Director, as the case may be shall approve a transfer request, determine when transfer shall take effect depending on skill set requirement, necessities of the school or department and provision of staff establishment.

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- d. Transfer may occur for a number of reasons including the following:
  - i. To improve the effectiveness of University
  - ii. To increase the competence and versatility of the key position in the University.
  - iii. To deal with changes in work requirements based on the change in market, technology, or reorganization of the University
  - iv. To correct the error in the initial placement of the employee.
  - v. For the adjustment of workforce in the University in order to reduce the chances of lay-off.
- c) The University shall provide transport to facilitate movement of staff across districts.
- d) The University shall pay up to 75% of one's salary as disturbance allowance where the staff has been transferred to a different district.
- e) The University shall pay duty allowance where transfer is for a limited period of not more than four weeks.

**Section 4.0: Performance Management**

- a. All employees in the University shall be subjected to a Performance Management System aimed at enhancing productivity.
- b. The Performance Management System shall be administered as stipulated in the Performance Management Policy.

**Section 5.0: Training and Development**

- a. There shall be a Training and Development Committee that shall make recommendations to Vice Chancellor.
- b. The University shall be committed to continuously improve capacity of its employees through training and development in order to improve effectiveness and efficiency of the University.

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- c. The implementation of training and development shall be guided by the Staff Training and Development Policy.
- d. There shall be a Training and Development Committee that shall make recommendations to Vice Chancellor authorities for training.
- e. In respect of all training and development activities, the following shall apply:
  - (i) a structured approach to determine training and development needs
  - (ii) attendance of training programmes according to training plans, one's career progression and in the field for which one was employed
  - (iii) annual reporting on training interventions
- f. Where the training is on part time study basis and is considered by the Executive Dean or Registrar to be in the University's interest in accordance with the training plan, the following conditions shall be observed:
  - (i) An employee shall be encouraged to undertake his/her studies over the week-end if his/her absence shall disrupt normal operations of the School/Department/Section.
  - (ii) In the event that the part-time is to be done during normal working hours, time-off shall be granted upon approval.
- g. Training through evening classes, part time, or day/block release courses that has been approved shall not affect leave earning or leave entitlement.
- h. If the training is not in line with the training plan and job requirements, the University shall not provide time-off and financial support.
- i. Where the training is within the training plan and required in the job, the staff member shall seek prior written approval from the

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Registrar or Executive Dean to pay for the cost of training which shall be reimbursed by the University.

- j. A University employee who has been sponsored for training and development shall sign a training bond as stipulated in the training and development policy.
- k. Successful completion of training shall not guarantee direct promotion.

## **Section 6.0: Staff Benefits**

### **6.1 Education Support for Children of Employees**

- a. The University shall admit to its undergraduate programmes up to a maximum of two (2) dependants per employee for grade KU1 to grade KU6 and one (1) dependant for staff in grade KU7 to KU12 for the entirety of service period if they meet minimum entry requirements for admission as set by the Selection Committee.
- b. Staff Education benefit shall be applicable to only 2 or 1 dependants only as the case may be and shall apply for either tuition fees and admission or fees only.
- c. Staff education support beneficiaries shall be selected during the Harmonised Public University Student Selection.
- d. Where the dependant has been admitted into any accredited (public University) in Malawi by National Council of Higher Education, the benefit shall be translated into tuition fees for the dependant. Such tuition fees shall not exceed the limit of the applicable highest fees for the University.
- e. The University shall pay fees for the official duration of the programme.
- f. In this section, the dependants shall be those that will have been declared by the employee at the time of employment or during subsequent update of employee's records.

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- g. The above privilege shall not apply to mature entry and post-graduate students.
- h. The education support for children shall be accessed by eligible staff after completion of a minimum of three (3) years of service in the University unless otherwise stated in the contract of employment
- i. The education support for children scheme shall not be applicable for staff associates, assistant lecturers, staff on probation, unpaid leave or leave of absence.
- j. Where a staff member resigns from the University, the University shall cease paying fees however, his/her children will continue to study in the University.
- k. Where a staff member retires upon reaching the mandatory retirement age, the University shall continue paying the wards fees and retain the ward in the University.
- l. If the staff member dies or incapacitated whilst in active service, the University shall continue paying for the fees until they graduate.

### **6.3 Pension Scheme**

The University shall maintain a Pension Scheme for both tenured and fixed term contract staff pursuant to the Pension Act, 2010.

- a. The University shall contribute a minimum of 10% while the employee shall contribute a minimum of 5% of his/her basic salary towards an employee's Pension Fund.
- b. The University shall nominate a Board of Trustees comprising representatives of the employer and employees to manage the Pension Fund.

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#### **6.4 Group Life Insurance Cover**

All pensionable members of staff in the University will be on Group Life Insurance Cover under the following terms:

- a. The University shall contribute for its employees towards Group Life Insurance pursuant to the Pension Act, 2010.
- b. In the event of death of the employee, the University shall pay the benefits to the declared beneficiaries.
- c. Where there are no declared beneficiaries, the Board of Trustees shall investigate and disburse the benefits accordingly.
- d. The death benefits shall be four (4) times annual salary to be paid to beneficiaries.

#### **6.5 Membership to Regulatory and professional bodies**

- a. The University shall pay for employees' membership to the professional association under the following conditions:
  - i. Where an employee is required by legislation to be a member of a professional regulatory body to discharge his/her professional duties.
  - ii. Where membership to the professional body is a mandatory requirement by the University for the staff member to discharge his/her University duties.
  - iii. Where the University approves that membership to the professional body is relevant to the employee's current position or career in the University.
- b. The University shall pay for membership to only one Professional Association per annum for members who qualify for membership.
- c. The University shall not pay for professional or regulatory body membership to its employees in the following circumstances:
  - i. where membership or licensure requires prior training.

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- ii. Where staff members are on the first appointment and is on probation
- iii. Staff members who have arrears from previous licensure fees.

## **6.6 Gratuity for Fixed Term Staff**

Employees on fixed term contract shall be entitled to Gratuity in addition to pension where eligible as follows:

- a) The Employee shall be eligible to receive a terminal bonus of fifteen percent (15%) of gross earnings paid during the term of service. The terminal benefits shall be taxable in accordance with Malawi's existing taxation laws.
- b. Where staff shall serve for a period less than the minimum period of the contract due to requirement of the University gratuity will be paid at a rate of five (5%).
- e- Employees will not be eligible for payment of gratuity in the case of resignation.

## **Section 7.0: Health and Welfare**

### **7.1 Medical Scheme**

- a. All employees shall be required to join a medical insurance scheme approved by Council unless they provide reasonable proof of such membership being comparable to the level recommended by the Council.
- b. The University shall pay one hundred percent (100%) contribution to medical scheme for each employee and spouse to the medical Scheme approved by Council.
- c. An employee shall be responsible for paying 50% percent of the contribution applicable to the medical scheme for the declared beneficiaries up to a maximum of four (4). The other 50% shall be covered by the University.

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### **6.7 Tuition Fees Waiver**

The University shall waive fees for employees enrolled on programmes offered within the University, provided that such programme is relevant to the employee's job progression.

### **7.2 Employee Wellness**

The University shall render wellness services to its employees such as counselling, spiritual, recreational and financial services in accordance with the Employee Occupational Safety and Wellness Policy.

### **7.3 Occupational Health and Safety**

The University shall comply with safety and health pursuant to Occupational Safety, Health and Welfare Act 1997 and Group Personal Accident Policy in accordance with their job requirements.

- a. An employee injured whilst on duty, shall be eligible for compensation in accordance with Occupational Safety and Health Policy and guided by the Occupational Safety, Health and Welfare Act 1997 and Group Personal Accident Policy.
- b. All staff shall be required to maintain safety and health in accordance with the Occupational Safety, Health and Welfare Act 1997.
- c. The University shall recruit a Safety and Health Officer or assign an officer to enforce and monitor safety and health matters under the Registrar's office.
- d. University staff shall be required to undergo a safety and health training periodically.

### **7.4 Loss or Damage of Personal Property**

- a. The University recognises that an employee may have personal property at the workplace.
- b. The University shall endeavour to put security measures to protect its property and that of its employees. However, the University

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shall not be responsible for any loss or damage of personal property on its premises.

### **7.5 Housing**

- a. Employees shall be responsible for securing their own housing. The few houses owned by the University shall be open to employees for rent.
- b. In circumstances where an employee is renting a University house, he/she shall complete a Tenancy Agreement Form.
- c. In an event where an employee living in an institutional house dies, the family/dependants residing therein shall vacate the house within three (3) months.
- d. The University shall ensure that the dependants/spouse are immediately given notice to vacate the University house, in the case of (b) above.
- e. The University shall give One (1) month notice upon retirement.
- f. The employee shall vacate University House immediately on resignation and be given one (1) month notice on termination.

### **7.6 Allowances and Reimbursements**

The University shall provide allowances to employees which will be determined from time to time in the schedule of allowance and shall be maintained depending on their grades and nature of work. The University shall also ensure that all expenses incurred by its employees on its behalf while pursuing University's approved activities shall be reimbursed.

- a. Allowances that shall be paid by the University shall include the following: -
  - (i) Daily Subsistence Allowance in respect of Internal and External Travel on official business;

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- (ii) Acting Allowance;
- (iii) Meal Allowance;
- (iv) Mileage Allowance;
- (v) Duty Allowance;
- (vi) Responsibility Allowance;
- (vii) Settling Allowance
- (viii) Transport and Baggage Allowance;
- (ix) Incidental allowance
- (x) Disturbance allowance

### **7.7 Types of Allowances**

- a) The University shall, where appropriate, pay allowances to its employees to facilitate their duties in accordance with these Conditions of Service.
- b) The University shall pay the allowances stipulated below.

#### **7.7.1 Subsistence/Travel Allowance**

- i. An employee shall be entitled to a daily subsistence allowance when proceeding on duty outside his or her duty station and staying at least overnight to cover the cost of accommodation, meals, and incidentals as applicable.
- ii. Daily subsistence allowances shall be paid to employees based on nights spent outside their duty station.

#### **7.7.2 Meal Allowance**

- i. Meal Allowance shall be provided when an employee is required to travel and work outside his or her duty station for six (6) or more hours but not including an overnight stay.
- ii. Meal Allowance shall, however, not be provided if the duration is less than six (6) hours or the person is working within his duty station. In this case, the duty station shall mean his office or within the town in which his office is

located.

- iii. Meal allowance shall not be applicable to officers who work during lunch hours in their duty station or attend to clients or office meeting during lunch hour.

#### **7.7.3 Incidental Allowance**

- a. Incidental allowance shall be paid when a full board accommodation has been provided by the University.
- b. Where an employee is invited by an external institution the University shall not pay incidental allowances.

#### **7.7.4 External Travel Allowance**

- (i) Where an employee is travelling outside Malawi on official duties, such an employee shall be entitled to daily travel external allowance to cover for accommodation, meals, local transport and incidentals.
- (ii) The allowances shall be paid based on days spent outside the country.
- (iii) Transport from and to the airport shall be included in the allowances given and therefore, a separate claim in that regard shall not be allowed.
- (iv) If due to circumstances beyond the control of the employee, he is required to spend extra days beyond the approved period, the employee may claim for extra days spent.

#### **7.7.5 Acting Allowance**

- i. An Employee shall be entitled to receive an acting allowance as the difference between the current monthly salary and the starting salary of the Grade in which s/he is acting.
- ii. No acting allowance shall be paid for an acting period of less than four weeks

#### **7.7.6 Responsibility Allowance**

- i. The University may pay Responsibility Allowance to a Staff Member who has been informed in writing to discharge duties which are clearly in excess of those which are stipulated in his/her job description.
- ii. A Responsibility Allowance will be paid for a period of not less than four (4) weeks.
- iii. Responsibility Allowance shall be 25% of the Staff Member's current monthly salary.

#### **7.7.7 Duty Allowance**

Employee whose nature of job requires them to work odd hours shall be paid a duty allowance of 15% of their current salary.

#### **7.7.8 Top-Up Allowance for Fully Funded Workshops and Conferences**

- (i) The University will not top up allowances where an employee is traveling outside Malawi to attend a fully funded workshop, conference or training
- (ii) Where a project funds staff members' travel, the travel policy of the project shall apply

#### **7.7.9 Disturbance Allowance**

- i. On each occasion the University requires an employee to move his household effects to a new duty station on transfer or posting, the employee would be paid Disturbance Allowance.
- ii. The University shall pay up to 75% of one's monthly salary as the Disturbance Allowance where the staff has been transferred to a different district.
- iii. In the case of transfer or posting requested by the employee on his own wish, in such a case, the Disturbance

Allowance shall not be payable.

**7.7.10 Repayment of Allowances where the Travel has not been undertaken**

- (i) When a trip, either local or external, has not been undertaken as scheduled, for whatever reason, all allowances received in advance must be returned to the University within five (5) working days.
- (ii) In the event that the allowances are not returned within the prescribed period, they shall be treated as an advance and shall be recovered from the employee's monthly salary within a period of four (4) months.

**7.8 Transport and Travel**

- a. The University shall provide transport to an employee to facilitate duties upon approval by responsible officers.
- b. The University shall provide transport within Malawi on first appointment, retirement, retrenchment end of fixed term contract within three months.
- c. Transport and travel procedures shall be as outlined in the Administrative Manual.
- d. The Transport Policy shall prescribe the procedures where a staff member is required to use a personal vehicle while on official business.

**7.9 Advances**

- a. The University shall provide advances to confirmed members of staff provided that an employee's monthly deductions shall not exceed 50% of his/her monthly salary pursuant to the Employment Act 2000.

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- b. There shall be an Advances Committee to manage the Advances Revolving Fund which shall be responsible for recommendation of the following advances:
  - i. Emergency advance
  - ii. House rent Advance
  - iii. General Purpose Advance
  - iv. Education Advance
- c. A Revolving Fund will be maintained sustained an interest that will be charged on advances and a recapitalisation from the University budget from time to time
- d. The advances shall be approved by Registrar.
- e. The employee undertakes or authorizes the University to deduct any unpaid advance amount from the wages/salary owed at the time of termination of employment
- f. The University shall provide, upon an employee's application, the following advances:

#### **7.9.1 Emergency Advance**

Emergency advance shall mean a financial provision given to an employee to cater for unforeseen circumstances affecting the employee. An employee shall be eligible for an emergency advance on the following terms:

- i. The amount of the advance does not exceed the applicant's one-month salary.
- ii. The advance will attract an interest as determined from time to time and shall be repayable in six months beginning in the month following that in which the advance was made.

#### **7.9.2 Salary Advance**

- i. Salary Advance, refers to employees receiving their full salary or a portion of it before their next scheduled pay day.
- ii. The advance can be accessed by all employees.

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- iii. The advance can be granted during exceptional and emergency situations, which were unforeseen, unplanned and unavoidable. Without exhausting the list, the following situations may justify the granting of the advance:
  - 1. Where the employee is forced to incur major expenses to repair his/her private residence damaged by natural or man-made disasters.
  - 2. Crimes causing serious financial loss to the employee and/or an immediate family member.
  - 3. Funeral expenses in the event of death of an immediate family member or close relative.
  - 4. Expenses relating to procedures and treatments not covered by the employee's insurance scheme.
- iv. Salary advances shall be granted under the following conditions:
  - 1. The employee must submit a completed and signed request form, which must be approved by the Registrar, the Finance Office and the budget holder before processing payment.
  - 2. The amount of Salary Advance shall not exceed one month's net pay.
  - 3. No interest shall be charged on the advance.
  - 4. Repayment must be made in full from the next regularly processed salary.

### **7.9.3 Education advance**

Education advance shall mean a financial provision given to an employee to cater for training in the field applicable to their job. The following conditions shall apply for Education Advance:

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- i. The applicant is not in the approved Training and Development Plan and that:
  1. the higher academic or professional qualification is within the profession of the staff member.
  2. it is likely to increase the efficiency of the applicant and his/her usefulness in a post in the University.
  3. there is evidence of enrolment.
- ii. The amount of the advance shall be paid depending on the course fee and does not exceed the cost fee.
- iii. The employee will agree to repay the advance in not more than twenty-four (24) months.

#### **7.9.4 House Rent Advance**

The University may grant House Rent advance for purposes of paying rentals. The following conditions shall apply when granting House Rent Advance:

- i. The employee does not have another outstanding house rent advance;
- ii. The amount does not exceed the employee's one-month salary.
- iii. The advance shall be deducted up to four months at prevailing interest rates.

#### **7.9.5 General Purpose Advance (GPA)**

General Purpose Advance (GPA) shall mean a financial provision given to an employee to cater for other needs which may not necessarily be of an emergency in nature at prescribed interest rates. The following conditions shall apply for a General-Purpose Advance:

- i. The General Purpose Advance will be up to three months of an employee's gross monthly salary

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- ii. Repayment period shall not exceed 30 months
- iii. Interest shall be charged as determined by Revolving Fund Committee from time to time.
- iv. No advance shall be granted to an employee on fixed term contract within the first six months of the initial contract.
- v. No advance shall be granted to an employee on temporary appointment.
- vi. No advance shall be granted to an employee while on probation period.

## **Section 8.0: Leave**

### **8.1 Annual Leave**

- a. An employee shall be entitled to an Annual Leave according to his/her grade in each period of twelve months beginning on the first day of the fiscal year.
- b. Where the date of appointment is not the first day of the fiscal year, Annual Leave in the period up to the last day of the fiscal year shall be calculated on *pro-rata* basis. In this context, 'working days' mean any day other than Saturdays, Sundays and Public Holidays.
- c. Leave days may be accumulated where the employee has, at the written request of the University, not taken his/her leave days this may, with the consent of the University, be added to his/her entitlement in the next twelve-month period.
- d. Fifty Percent (50%) of leave days may be carried over to the first quarter of the next fiscal year.
- e. Where an employee chooses not to take his/her leave days, it shall be assumed that they have voluntarily surrendered the leave days.

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- f. Leave days are earned monthly within the twelve-month period in which they accrue.
- g. Once in each fiscal year on the first day of the fiscal year, an employee shall be entitled to Leave Grant at the applicable rate.
- h. Where the date of an employee's appointment is not the first day of the fiscal year, Leave Grant shall be calculated on *pro-rata* basis.
- i. Leave Grant shall be paid to an employee who is gone for leave.
- j. Any period spent on any other leave shall not reduce an employee's annual leave days.

## **8.2 Sick Leave**

- a. An employee shall be entitled, after completing 12 months continuous service, to 6 months Sick Leave on full pay, provided that the period concerned is supported by a specialist medical report in the relevant field
- b. Sick Leave from the seventh months up to a maximum of another 12 months shall be on half pay, provided that the period concerned is supported by the University approved medical expert's report. Thereafter, it shall be on no pay from the 13<sup>th</sup> month for up to 18 months.
- c. If an employee is incapable of rendering further efficient services by reason of ill health after completing 18 months sick leave, the employee shall be retired on medical grounds.
- d. An employee returning from sick leave should have certification from a medical specialist and should serve at least four weeks prior being granted another sick.
- e. During the unpaid sick leave, the University shall continue to pay 100% premium towards medical aid contribution to employee
- f. Medical aid contribution for all dependents shall cease during the unpaid sick leave period.

### **8.3 Maternity Leave**

- a. The University shall grant 90 consecutive days Maternity Leave on full pay once every 3 years to female employees.
- b. In the event of illness, certified by a registered medical practitioner, arising out of pregnancy or confinement, affecting the employee or her child, the employer shall grant the employee additional leave as the employer may deem fit.
- c. Any application for maternity leave before three years elapse from the previous maternity leave shall be granted Unpaid Leave.
- d. At least four (4) weeks ahead of time (or as soon as reasonably practical), the employee must notify the Registrar in writing of the date from which she intends to take maternity leave.
- e. An employee who has a miscarriage or bears a stillborn child is entitled to maternity leave for six (6) weeks after the miscarriage or stillbirth, whether or not she has already commenced maternity leave.
- f. A female employee, who has proceeded on a paid maternity leave, shall not engage herself into other gainful employment during the period of maternity leave. In the event that it is proven that such an employee engaged herself into other gainful employment whilst on paid maternity leave, then payment of salary made during this period shall be recovered from such an employee in subsequent months.

### **8.4 Paternity Leave**

- a. A male employee shall be entitled to 14 working days of paid Paternity Leave within the maternity leave period of the spouse.
- b. Paternity Leave can only be granted once every three years otherwise, it shall be Unpaid Leave.

### **8.5 Compassionate Leave**

- a. An employee shall be entitled to seven Compassionate Leave days per fiscal year in the event of critical sickness or death of his/her member of family.
- b. Where an employee stays away for more than the number of days stipulated in either (a) or (b), the additional days taken shall be deducted from Annual Leave days.
- c. In the event that the employee has exhausted his/her Annual Leave days, he/she shall be required to take Unpaid Leave.
- d. In all cases of critical sickness or death not covered under clauses (a) and (b) above, an employee may utilize his/her Annual Leave days or take Unpaid Leave.

### **8.6 Leave for Training**

#### **a. Long Term Training Leave**

- i. Long Term Training Leave shall mean leave granted to a tenured employee to pursue long term training. In this case long term shall be a period of not less than six months (Appendix ...Study Leave application form).
- ii. All tenured employees shall be entitled to long term training leave after they have been confirmed in their appointments provided, they have not attained 50 years of age
- iii. Staff Associate/Assistant Lecturer shall be allowed to proceed on long term training leave before being confirmed to enable them to fill substantive position of Lecturer which is dependent upon obtaining their Masters' degree in the relevant field.
- iv. The University shall not approve Long Term Training Leave where such training is deemed irrelevant to the employee's field/profession.

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- v. An employee on approved long-term training, shall continue to be on full salary for the entire period of his/her training.
- vi. An employee proceeding on long term training shall be bonded. Bond forms shall be duly completed and approved before commencement of the leave.
- vii. The period of bond shall be proportional to the years to be spent on training for each level.
- viii. The length of Long Term Training Leave shall depend on the length of the study leave.
- ix. The Long-Term Training Leave shall automatically expire upon completion of the study programme if completion shall fall before provisions of (vi) above.
- x. If an employee fails to report for duties three months immediately after expiry of the Long Term Training Leave he/she shall be regarded to have absconded.
- xi. If an employee completes studies earlier he or she shall report for duty or shall be regarded to have absconded.
- xii. Where the employee's Long Term Training Leave expires before he/she has acquired the sought award, he/she shall be required to formally write, with supporting evidence from his/her training institution to the Appointments Committee seeking approval for an extension.
- xiii. Employees on Long Term Training Leave will not be entitled to perks.
- xiv. Employee on Long Term Training shall not earn annual leave days
- xv. Where an employee who, secures sponsorship for a training that is considered irrelevant to the employee's work, he/she may be granted Unpaid Leave.

**b. Short Term Training Leave**

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- i. Short Term Training Leave shall mean leave taken up to less than six months, by an employee to enable him/her to pursue studies which may or may not necessarily lead to an acquisition of additional qualifications relevant to their field or qualifications.
- ii. Short Term Training Leave shall be taken only for a relevant programme of study and at a time approved by the Executive Dean or Registrar.

### **8.7 Sabbatical Leave**

- a) The purpose of Sabbatical Leave is to do research and/or acquaint himself/herself with new ideas and techniques in his/her area of specialisation, and such leave shall be limited to one year only.
- b) An employee on fixed term contract shall not be entitled to Sabbatical Leave.
- c) The employee shall become entitled to Sabbatical Leave;
  - i. if employed on tenure
  - ii. after six years of continuous active service
  - iii. is academic or administrative in grades KU 1 to 5
- d) Eligibility for Sabbatical Leave is not proportional to the length of service, hence not cumulative and, if the entitlement is not fully utilized, it shall not be added to any subsequent period of Sabbatical Leave.
- e) Approval for Sabbatical Leave shall depend on production of documentary evidence of the purpose of the leave and what shall be accomplished during that leave.
- f) Although Sabbatical Leave is an entitlement, it shall be taken upon recommendation by the Executive Dean or Director or the Registrar to the Vice Chancellor for approval.
- g) Recommendation or approval shall be withheld if the employee's absence may adversely affect the running of the University.

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- h) An employee intending to proceed on Sabbatical Leave shall be required to give at least one academic year's notice of his/her intention to take such leave.
- i) An employee shall submit a report of what has been accomplished during the Sabbatical Leave to the Vice Chancellor, Registrar or Executive Dean one month after reporting for duties.
- j) An employee on Sabbatical Leave may be recalled by the University before his/her period of Sabbatical Leave expires under the following circumstances:
  - i. Extreme demand for work at the duty station
  - ii. Poor performance of the employee at the institution he is carrying out his sabbatical leave.
  - iii. Disciplinary issues, where the employee has a case to answer
  - iv. Inability to find someone to carry out duties of the employee
  - v. Overriding national duties
- k) The employee shall receive full salary during the period he/she is on Sabbatical Leave.
- l) The University shall, with prior agreement, meet costs of economy airfare ticket, and baggage allowance.
- m) An employee on Sabbatical Leave shall not be engaged in consultancy/other paid employment without the approval of the University.
- n) If the employee does not return from his/her Sabbatical Leave after the said period, she/he shall be deemed to have absconded.

### **8.8 Leave of Absence**

- a. Leave of Absence shall mean unpaid leave granted to an employee, to enable him/her take up alternative employment, political office or any other personal engagements.

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- b. An employee on fixed term contract shall not be entitled to Leave of Absence.
- c. An employee may be granted Leave of Absence after six years of continuous active service; or upon completion of their training bond or Sabbatical Leave provided, he/she has six (6) years of continuous active service.
- d. Leave of Absence can be taken only once during one's tenure of service.
- e. An employee intending to proceed on Leave of Absence shall be required to communicate her or his intention to go on Leave of Absence at least (6) six months before he/she goes on such leave.
- f. Leave of Absence shall be for a period of up to three years initially, and the period may be extended for a further period not exceeding two years on mutual agreement.
- g. An employee who intends to extend the period of Leave of Absence must give a notice of six months. If the employee does not return from his/her Leave of Absence after the said period, it shall be deemed that he/she has absconded.
- h. An employee on Leave of Absence shall not be on salary or entitled to any benefits/privileges which would otherwise have been paid by the University.

### **8.9 Examination Leave**

- a) Examination Leave shall mean leave granted to an employee in order for him/her to sit examinations for a study programme approved by the Head of Department/Sections
- b) At the beginning of each academic year or semester an employee who is on part-time training shall have to submit a calendar of examinations in the year.

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- c) The leave may be granted for the working day on which the actual examination takes place plus two (2) working days immediately prior to the day on which the examination takes place.
- d) Examination leave shall not be granted for a re-sit of an examination. In a case where an employee is re-sitting an examination, Annual Leave days may be used.

#### **8.10 Leave for Sport and Cultural Activities**

- a) Leave for Sport and Cultural Activities shall mean leave granted to an employee in order for him/her to represent Malawi or the University nationally or internationally in a recognised and organised sport or cultural activity.
- b) An employee may be granted Leave for Sport and Cultural Activities with full pay, provided that the leave shall be valid only for the actual period scheduled for the preparation, and the tournament. Any additional leave shall be deemed to be Annual Leave.
- c) Leave for Sport and Cultural Activities shall be approved by the Head of Department/Section.

#### **8.11 Leave for Seminars, Workshops and Conferences**

- a) Leave for Seminars, Workshops and Conferences shall mean leave granted to an employee in order for him/her to attend a seminar, workshop or conference upon approval by the University.
- b) Leave for Seminars, Workshops and Conferences shall be granted for 21 days per fiscal year
- c) The employee shall be obliged upon his/her return from leave of this nature to submit a report to the Head of Department.

#### **8.12 Unpaid Leave**

Unpaid Leave other than those specified in this document may be granted for a period of up to 30 working days per fiscal year when an

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employee has established beyond reasonable doubt, need to attend to an urgent private matter and his/her annual leave has been exhausted.

### **Section 9: Employee-Employer Relations**

- a) The University shall ensure peaceful and harmonious employee relations between University and its employees in compliance with the provisions of the Labour Relations Act.
- b) The University shall sign recognition agreement with trade union(s) or staff association(s); that will guide the relationship of the parties in the agreement.

### **Section 10.0: Conduct and Discipline**

#### **10.1 Conduct**

- a) Employees are expected to conduct themselves in a manner that enhances productivity and preserves the reputation of the University.
- b) An employee in his/her relationship with students, colleagues or clients shall at all times act professionally with the highest degree of integrity and in accordance with the University's Code of Conduct and Ethics.
- c) Any conduct contrary to the University's Code of Conduct, Conditions of Service, Statutes and the Act shall be construed as misconduct.

#### **10.2 Acts of Misconduct**

Without exhausting the list, misconduct shall include the following:

- a) Sexual harassment
- b) Absenteeism
- c) Assault or any behaviour intended to cause harm to a student, a fellow employee, or client on matters relating to the University
- d) Violence whether threat or actual acts of violence

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- e) Abscondment
- f) Negligence in the performance of his/her duties
- g) Failure to perform any duties properly assigned to him/her
- h) Wilful disobedience to lawful orders given by authority
- i) Incompetence in performing one's duties
- j) Continues to be inefficient after a warning given to him/her.
- k) Engages in an undertaking which might adversely affect his/her performance.
- l) Engages in an undertaking which might in any way be in conflict with the interest of the University.
- m) Display insubordination by word or conduct.
- n) Mobilising other workers to stop work or strike illegally.
- o) Conducts himself/herself in a disgraceful, improper or unbecoming manner.
- p) Discourteous to any other person while on duty.
- q) Use of abusive or foul language.
- r) Attempts to secure intervention from political and other sources (except legal intervention) in relation to his/her position or condition of employment in the University.
- s) Abuse of office/power in the execution of his/her duties.
- t) Engages in active partisan politics or assumes political party office while in active service.
- u) Drunkenness or intoxication or under habit-forming drug while on duty.
- v) Disclosure or divulging either directly or indirectly the contents of any confidential documents or information whatsoever acquired in the course of duties without authorisation except in compliance with the Access to Information Act
- w) Use of University property for personal gain.

[Type here]

- x) Use of University normal working time, resources or property for private personal professional practice or consultancy without authorisation.
- y) Being on two full-time employments
- z) Failure to take reasonable care of any University property in his/her custody or charge.
- aa) Declared bankrupt or insolvent.
- bb) Obstructs or disrupts due performance of duty of other officers.
- cc) Engagement of the media on behalf of the University without authorisation.
- dd) Abuse of the University's insignia and official documents.
- ee) Academic misconducts or dishonesty
- ff) Convicted by a competent court of law
- gg) Violation of University policies.

### **10.3 Disciplinary Procedure**

Unless another policy specifies the disciplinary procedure the following apply;

- a) When a misconduct is committed the member of staff or offended party shall report to the Head of Department/Section.
- b) The Head of Department/Section shall report all misconducts to the Executive Dean, Director or Registrar as the case may be.
- c) The Disciplinary Committee shall decide which cases require hearing and which ones require verbal/written caution/warning at departmental level.
- d) In the case that it is the head of department that has committed the misconduct the offended party shall report in writing the misconduct to the next senior person.
- e) An employee shall be required to submit a written report of the alleged matter within seven-day period upon request by the Registrar or the Executive Dean/Director.

[Type here]

- f) The University shall give a minimum notice of 4 working days in which the charges and particulars of the alleged offence including venue, date and time for the hearing to allow him/her prepare his/her defence notice must be served to the employee who will acknowledge the receiving the notice.
- g) An employee who does not appear before the Disciplinary Committee twice after being invited in writing shall be deemed to have been heard and the Disciplinary Committee shall proceed to make its recommendations to the relevant authorities
- h) Evidence shall be made available to the employee facing charges before the hearing.
- i) The proceedings of the Disciplinary Committee shall be as simple and as informal as possible provided all necessary rules of natural justice are observed.
- j) All interested parties including the Head of Department shall not sit as members of the Disciplinary Committee.
- k) On receiving a recommendation from the Disciplinary Committee, the Executive Dean or Deputy Vice Chancellor shall make a decision within a reasonable period not exceeding three weeks from the date of the hearing.
- l) For the purposes of this Part a “disciplinary action” shall be as outlined in the schedule of discipline actions.
- m) In the event that the approver; Deputy Vice Chancellor or Executive Dean is not satisfied with the decision of the Disciplinary Committee, the recommendation would be returned to the Committee for further consideration.

#### **10.4 Appeal Procedure**

- a. If the employee is aggrieved by any disciplinary decision relating to him or her, he/she may appeal in writing to Council through the Vice Chancellor within 14 working days after receipt of the verdict.

[Type here]

- b. The Vice-Chancellor shall constitute an Appeals Committee to consider the appeal.
- c. The appeal shall have to be heard at least within twenty-one working days.
- d. After hearing the appeal, the Appeals Committee shall prepare a Report and submit it to the Council through the Vice Chancellor for the Council's decision on the appeal. The Council's decision shall be final subject only to review by the courts or other relevant tribunals.

**Section 11.0: Handling of Grievances**

An employee of the University who is aggrieved on matters of employment shall take the following procedures based on the Grievance Handling Policy:

- a. Present the matter to his/her immediate supervisor or report to an appropriate authority who will endeavour to settle it.
- b. If the employee is not satisfied with the response from the immediate supervisor or appropriate authority, he/she shall submit his/her complaint in writing to immediate higher authority to assist in the matter with copy to his/her immediate superior/appropriate authority.
- c. If the employee is still not satisfied, he/she may appeal the matter to the Registrar where the matter involves Administrative Staff and Executive Dean in the case of Academic Staff.
- d. If the employee is not satisfied with the decision of the Registrar or Executive Dean, he/she may refer the matter to Deputy Vice Chancellor.
- e. If the employee is not satisfied with the decision of the Deputy Vice Chancellor, he/she may refer the matter to Council through the Vice Chancellor.
- f. The University is under no obligation to investigate frivolous, vexatious, or malicious complaints or complaints previously dealt

[Type here]

with or to enter further correspondences if a reasonable response has been provided.

## **Section 12.0: Termination of Employment**

Termination of employment can be done either by the employee or the University.

- a. The University can terminate engagement of an employee on various grounds.
- b. The University or an employee can terminate the engagement during probation by giving one month notice or one month's salary in lieu of notice.
- c. Unless otherwise stated, any termination other than misconduct warranting termination of employment, the University or the employee shall give three months' notice in writing or pay three months' salary in lieu of notice.
- d. Subject to the provisions of these Conditions of Service, the Employment Act, and any other relevant legislations, the services of an employee shall terminate or be terminated on the basis of the following:

### **12.1 Misconduct**

Employment may be terminated in line with Section 10.2 of these Conditions of Service.

### **12.2 Poor Performance**

The University may terminate the employment on grounds of poor and unsatisfactory work performance in line with the provision of the Performance Management Policy.

### **12.3 Incapacitation**

If a staff member is deemed medically incapacitated, the University or the member of staff shall initiate the process of termination of employment, and the following procedure shall apply:

[Type here]

- a) An employee may submit a request for retirement on medical grounds, which should be supported by a medical report obtained from a medical practitioner or,

After the expiry of 12 months of sick leave, the Registrar shall issue the employee a written notice to attend a consultation to discuss their inability to perform contractual obligations. The employee should be given at least 48 hours' notice, excluding weekends and public holidays, to prepare for the consultation.

- b) If the employee is incapable of attending any consultations, the Registrar should present a practical solution, for example, visiting the employee at home or in hospital, or consulting with the employee's representative.

- c) During the consultation, the employee must be afforded an opportunity to explain why he or she is not meeting the required standards. During all consultations on incapacity, the employee has the right to be assisted by a trade union representative, a fellow employee or any other person who has the mandate to act on behalf of the employee.

- d) The Registrar must establish whether the employee is capable of performing his or her duties according to the required standard. If the employee is not capable, the Registrar must evaluate the seriousness of the incapacity by considering the following:

- The seriousness of the employee's illness or injury.
- Nature of the employee's job
- The period of absence, whether the incapacity is permanent or temporary

- e) In considering number 4 above, the Registrar shall obtain medical reports from two independent medical practitioners approved by the University, one of whom nominated by the employee.

- f) If after one month the employee fails or neglects to appoint a medical practitioner, the University shall be entitled to appoint a

[Type here]

second medical practitioner to represent the employee so in default. The University shall not, however, force an employee to undergo medical testing without the person's permission or that of their representative.

- g) After obtaining all the relevant information, the Registrar must have another consultation with the employee to discuss the outcome of the investigation.
- h) The Registrar should take all possible steps to assist the employee and implement the best remedy for the employee's incapacity. Where there is no alternative, the Registrar shall process retirement of the employee.

#### **12.4 Operational requirements**

- a) Any tenured employee may be retrenched from the service of the University on the abolition of his/her particular post due to the following reasons; economic down run, technological changes, re-organization, restructuring, merger or closure of a department, centre or a section, relocation of business, outsourcing and insolvency or as determined by the University.
- b) Retrenched employees shall be paid severance as stipulated in the Section 35 of Amendment Employment Act 2010.
- c) Before any retrenchment is done, an employee shall be briefed on the criteria to be used.

#### **12.5 Resignation**

- a. An employee, on probation, who intends to resign, shall be required to give one month's notice or pay one month's salary in advance *in lieu* of the notice.

[Type here]

- b. An employee, who intends to resign, including those of fixed term contracts, shall be required to give three months' notice or pay three month's salary in advance *in lieu* of the notice.
- c. An employee, who intends to resign, shall be required to be cleared by the University.

## **12.6 Retirement**

### **12.6.1 Mandatory**

- i. The University mandatory retirement shall be Sixty (60) years of age of the employee.
- ii. Where the University would like to retain employees with rare skills, it shall retain employees on fixed term contract not beyond 70 years provided that during the time they are mentoring others.

### **12.6.2 Voluntary /Early Retirement**

- a) An employee may retire early/voluntarily or be retired upon serving a minimum of twenty (20) years of active service and reaching fifty (50) years of age in accordance with the Pension Act.
- b) In either case, active service shall exclude years spent on Leave of Absence.

### **12.6.3 Medical**

An employee may retire on medical grounds as specified in Section 12.3 above.

## **12.7 Death**

- a) The employment shall come to an end on death of the employee;
- b) In the event of death of an employee, the University shall:
  - i. Provide the necessary support as prescribed in the Administrative Manual;

[Type here]

- ii. Pay a salary for the month in which the employee has died.
- c) The University shall recover all payroll deductions owed to it at the time of death of an employee

## **APPENDICES**

### **Appendix 1: Procedure for Application of Sabbatical Leave**

- a. An employee intending to proceed on Sabbatical Leave shall be required to apply for the leave one academic year before.
- b. Interested members of staff may obtain copies of Sabbatical Leave Application Forms from the Registry and submit it to the Head of Department/Unit together with supporting materials.
- c. The member applying for Sabbatical leave should submit with the application form a **narrative** to include the following aspects:
  - i. **Overview:** A general description of the background and scope of your project.
  - ii. **Purpose:** A rationale for the project.
  - iii. **Activity and/or Methodology:** A detailed description of what you will do and where, when and how you will do it.
  - iv. **Significance and expected outcomes:** An explanation of the general impact of the project, including a specific description of the benefits to be derived.
  - v. **Supporting Material:** Documentation relevant to your proposed sabbatical leave, i.e. letters from publishers, a statement from your dissertation advisor, confirmation from another university that you have been accepted for post-doctoral study, a letter of support from your department chair, etc. Decisions will be based *only* on the information contained in the written request, as submitted. Only *one* proposal/project will be accepted from each person.
- d. Head of Department shall certify the sabbatical leave request taking into account that:

[Type here]

- i. the leave enhances the value of the academic staff member to the University,
- ii. the proposed plans improve the capabilities of the for carrying out objectives of the unit and the University, and
- iii. the work of the unit would not be disrupted by the leave.

This certification is to be completed within 2 weeks on receiving the application form.

- e. The Head of Department shall send the form for recommendation by the Executive Dean or the Registrar who shall send for approval to the Vice Chancellor within 2 weeks from receiving the application. The ED shall ensure that the School has adequate funding to support the Sabbatical Leave by way supporting the member of staff and possible replacement while the staff member is on leave. Where funds for replacement as not available the ED may look for alternative means of managing the workload in the Department.
- f. The Applicants, HR, respective Executive Dean and Director Offices, are notified of the status of the application by the Office of the Vice Chancellor within 3 months of application.
- g. If the academic staff member, whose request for sabbatical leave has been granted, wishes to alter the proposal or academic objectives of the leave, he/she must inform the Dean in writing as soon as possible of the reasons for the proposed change and secure the approvals of all offices stated in the above implementation procedure. Having secured the approval of the former request does not guarantee the approval of the changes, and the Office of the Dean is responsible to carry the revision procedure in a timely manner.
- h. After the request for sabbatical leave is granted, if the academic staff member decides to not take the sabbatical, or to postpone it to another academic semester or year, the Dean may give first priority to other sabbatical requests from the same program in cases of multiple requests for the same or overlapping period(s).

[Type here]

- i. Academic staff members with full-time administrative appointments may apply for sabbatical leave in an appropriate time prior to the end of his/her administrative term to the Office of Deputy Vice Chancellor. Once the request for sabbatical leave is reviewed by the Deputy Vice Chancellor, the application materials with the letter of recommendation by the Deputy Vice Chancellor are submitted to the Office of Vice Chancellor. The Office of the Vice Chancellor subsequently notifies the applicant, the Offices of Deputy Vice Chancellor, HR and respective Executive Dean and Director of the status of the application.
- j. The rest of the rules and policies for sabbatical leaves, such as duration, service requirement and reporting, are the same as for the full-time academic staff member with no administrative duties.

### **Restrictions**

Sabbatical Leaves are given to members of the academic staff member primarily for the purpose of enabling them to acquire additional knowledge and competency in their respective fields. No one to whom sabbatical leave with pay has been granted shall be permitted while on such leave to accept remunerative employment or engage in professional practice or work for which pecuniary compensation is received.

[Type here]

## Appendix 2: Schedule of Disciplinary Action

NATURE OF OFFENSE		FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<b>LEVEL 1 - SERIOUS OFFENSES</b>					
1	Submitting false documentation, information or a CV during application for employment.	Dismissal	-	-	-
2	Submitting of false information regarding previous misconduct or criminal offence.	Dismissal	-	-	-
3	Intentional damage to property	Dismissal	-	-	-
4	Assault and/or Fighting.	Dismissal	-	-	-
5	Misappropriation or unauthorised possession of property.	Dismissal	-	-	-
6	Fraudulent use of the University property or name.	Dismissal	-	-	-
7	Soliciting, receiving or offering a bribe; corruption.	Dismissal	-	-	-
8	Hate speech.	Dismissal	-	-	-
9	Sabotage.	Dismissal	-	-	-
10	Gross insubordination.	Dismissal	-	-	-
11	Sexual harassment, rape or attempted	Dismissal	-	-	-
12	Intentionally giving false evidence and/or making a false statement(s).	Dismissal	-	-	-
13	Submitting a false medical certificate.	Dismissal	-	-	-
14A	Unfair Discrimination, racist behaviour, harassment, Intimidation and/or incitement of co-employees or students.	Dismissal	-	-	-

[Type here]

14B	Discriminatory, Discourteous, Insulting, abusive, or racial language, communication or behaviour towards employers, coemployees or students.	Dismissal	-	-	-
15	Disclosure and/or distribution of confidential information to unauthorised persons.	Dismissal	-	-	-
16	Abdondment <del>with no intention to return to work.</del>	Dismissal	-	-	-
17	Theft	Dismissal	-	-	-
18	Any conduct placing the name of the employer into serious disrepute	Dismissal	-	-	-
19	Dealing in illegal drugs/substances.	Dismissal	-	-	-
20	Unauthorised use of any dangerous weapons on University premises.	Dismissal	-	-	-
21	Intentionally endangering the lives and/or safety of others.	Dismissal	-	-	-
22	Unauthorised destruction or deletion of information with the willful intention of disrupting the operations of the University.	Dismissal	-	-	-
23	Intentional or reckless interference with health and safety measures and/or of health and safety equipment.	Dismissal	-	-	-
24	Abuse of office/power in the execution of his/her duties	Dismissal	-	-	-
25	Campaigns or runs for a political office while in active service.	Dismissal	-	-	-
26	Assumes political party office while in active service	Dismissal	-	-	-
27	Declared bankrupt or insolvent.	Dismissal	-	-	-
28	Convicted of Criminal Charges	Dismissal	-	-	-
29	Disclosure or divulging either directly or indirectly the contents of any documents or information whatsoever acquired in the course of duties without authorisation	Dismissal	-	-	-

[Type here]

30	Continued poor performance after exhausting all Performance Management System prescribed interventions	Dismissal	-	-	-
31	Being on two full-time employment	Dismissal	-	-	-
<b>LEVEL 2 - LESS SERIOUS OFFENSES</b>					
<b>NATURE OF OFFENSE</b>		<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
32	Possession of illegal drugs/substances.	Written warning	Final written warning	Dismissal	
33	Any offence relating to time keeping requirements and procedures including attendance and registers	Written warning	Final written warning	Dismissal	
34	Dereliction of duty (Negligence).	Written warning	Final written warning	Dismissal	
35	Negligently endangering the lives and/or safety of others'	Written warning	Final written warning	Dismissal	
36	Insolence towards any supervisor	Written warning	Final written warning	Dismissal	
37	Report for duty while under the influence of liquor or narcotics or use of alcohol or other narcotics while on duty	Written warning	Final written warning	Dismissal	
38	Causing of damage due to negligence	Written warning	Final written warning	Dismissal	
39	Unauthorized use and/or abuse of telephones or Internet-facilities, including accessing another individual's email and ICT accounts.	Written warning	Final written warning	Dismissal	
40	Unauthorised absence from work for 1 or more days without a valid reason (Absenteeism)	Written warning	Final written warning	Dismissal	

[Type here]

41	Sleeping while on duty.	Written warning	Final written warning	Dismissal	
42	Distribution of obscene material and/ or use of obscene and/or insulting language.	Written warning	Final written warning	Dismissal	
43	Refusal to comply with a lawful instruction	Written warning	Final written warning	Dismissal	
44	Attempts to secure intervention from political and other sources (except legal intervention) in relation to his/her position or condition of employment in the University.	Written warning	Final written warning	Dismissal	
45	Engages in an undertaking which might in any way be in conflict with the interest of the University.	Written warning	Final written warning	Dismissal	
46	Use of University normal working time for private purpose without authorisation.	Written warning	Final written warning	Dismissal	
<b>LEVEL - 3 LESS SERIOUS (OCCUPATIONAL HEALTH AND SAFETY OFFENCES)</b>					
47	Negligence regarding health and safety, non-compliance with a safety or health measure or with a lawful instruction regarding health and safety or failure to report an incident or unsafe situation.	Written warning	Final written warning	Dismissal	-
48	Negligent interference with health and safety measures and/or of health and safety equipment.	Written warning	Final written warning	Dismissal	-
49	Smoking in an unauthorised area in contravention of the Smoking Policy	Written warning	Final written warning	Dismissal	-
50	Indolent, slow work and inefficient in carrying out duties given to him/her.	Written warning	Final written warning	Dismissal	

[Type here]

	Failure to attend 3 consecutive scheduled staff meetings	Written warning	Final written warning	Dismissal	
<b>LEVEL 4 - MINOR OFFENSES</b>					
<b>NATURE OF OFFENSE</b>		<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
51	Failure to follow a lawful instruction	Formal verbal warning	Written warning	Final written warning	Dismissal
52	Failing to report for agreed duties outside work hours	Formal verbal warning	Written warning	Final written warning	Dismissal
53	Abuse of sick leave	Formal verbal warning	Written warning	Final written warning	Dismissal
54	Display discourtesy towards any person in the execution of their duties.	Formal verbal warning	Written warning	Final written warning	Dismissal
55	Failure to inform line manager of absence and expected date/time of return.	Formal verbal warning	Written warning	Final written warning	Dismissal
56	Failure to produce a medical certificate as per leave policy	Formal verbal warning	Written warning	Final written warning	Dismissal
57	Reporting late for duty after authorised leave break	Formal verbal warning	Written warning	Final written warning	Dismissal

### Appendix 3: Job Application Form



#### **JOB APPLICATION FORM**

*(attach full curriculum vitae and copies of certificates)*

*Please affix  
your most  
recent  
passport-  
size  
photograph  
here*

**School/Project/Department**

**Post Applied For**

1. Title (Mr/Mrs/Dr/Rev)/Others specify: \_\_\_\_\_
2. Surname: \_\_\_\_\_
3. First Name(s): \_\_\_\_\_
4. Full Names at Birth: \_\_\_\_\_
5. Identification (National ID/Other specify): \_\_\_\_\_
6. Postal Address: \_\_\_\_\_
7. Phone: \_\_\_\_\_
8. Email: \_\_\_\_\_

[Type here]

9. Physical Address:

Village/Street: \_\_\_\_\_

T.A/Town: \_\_\_\_\_

District/City: \_\_\_\_\_

Country: \_\_\_\_\_

10. Permanent address

Village/Street: \_\_\_\_\_

T.A/Town: \_\_\_\_\_

District/City: \_\_\_\_\_

Country: \_\_\_\_\_

11. Nationality (a) Present: \_\_\_\_\_ (b) At Birth: \_\_\_\_\_

12. Date of Birth: \_\_\_\_\_

13. Next of Kin:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Village/Street: \_\_\_\_\_

T.A/Town: \_\_\_\_\_

District/City: \_\_\_\_\_

Country: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

[Type here]

## EDUCATION AND OTHER QUALIFICATIONS

14. University/Higher Education/Institution Attended  
*(attach copies of certificates obtained)*

<b>Name of Institution</b>	<b>Type and Class of Qualification (s) Obtained</b>	<b>From</b>	<b>To</b>
a)			
b)			
c)			
d)			
e)			
f)			

15. Other Schools Attended:

<b>Name of School</b>	<b>From/To</b>	<b>Qualification <i>(where applicable)</i></b>
a)		
b)		
c)		
d)		
e)		

[Type here]

16. Membership of Professional Body and Dates:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

17. Membership of Any Voluntary Organisations and dates:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

18. Career in detail:

<b>Dates (latest to earliest)</b>		<b>Name and Address of Employer</b>	<b>Position Held</b>
<b>From</b>	<b>To</b>		

[Type here]

19. Present Remuneration:

Gross Salary: \_\_\_\_\_

Benefits: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

20. Expected Remuneration:

Gross Salary: \_\_\_\_\_

Benefits: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

21. Publications (if applicable, please attach list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Give any other details that may be relevant to this application and to the possibility of your work or stay in Malawi:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Type here]

### 23. Referees

Name three persons to whom confidential reference about you may be made by the University. Two of them at least should be persons with whom you have worked professionally. The third may be a person under whom you have studied.

a) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

b) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

c) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

[Type here]

**24. Declaration**

I \_\_\_\_\_ do hereby certify that the information I have provided in this form is correct.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 4: Offer of Appointment Form



**KAMUZU UNIVERSITY**  
OF HEALTH SCIENCES

### OFFER OF APPOINTMENT

Dear \_\_\_\_\_

Refer to your application for the post of \_\_\_\_\_  
at \_\_\_\_\_ and subsequent selection  
process, we wish to inform you that it has been decided to offer you  
employment on the following terms and conditions:

Post: \_\_\_\_\_

Salary: \_\_\_\_\_

Date of Appointment (the date that you will physically report for duties):  
\_\_\_\_\_

Type of Appointment: \_\_\_\_\_

Normal hours of work: \_\_\_\_\_

Medical Cover: \_\_\_\_\_

Pension: \_\_\_\_\_

Probation Period: \_\_\_\_\_

As a \_\_\_\_\_

Your duties will include the following among others:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

(d) \_\_\_\_\_

[Type here]

Please find enclosed the following documents relating to the offer:

- Extract of Conditions of Service
- Acceptance Form
- Medical Examination Form
- Staff Record Form

The offer is subject to a satisfactory Medical Examination.

If you accept this offer, please return:

1. One signed copy of the Acceptance
2. Completed Medical Form
3. Completed Staff record Form

Please note that the contract can be terminated earlier by either party in accordance with the Conditions of Service.

This offer is valid for 14 days from the date of issuing to the given address.

We look forward to hearing from you soon.

Yours sincerely

---

**For/Registrar**

Copy: \_\_\_\_\_  
\_\_\_\_\_

**Appendix 5: Employment Acceptance form**



**EMPLOYMENT ACCEPTANCE FORM**

**SECTION A: ACCEPTANCE OF EMPLOYMENT**

I \_\_\_\_\_ **accept** the offer of employment as \_\_\_\_\_ and agree to the conditions of the offer. I also understand that this acceptance constitutes a binding agreement between me and the University.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B: DECLINE OF EMPLOYMENT**

I \_\_\_\_\_ **decline** the offer of employment as \_\_\_\_\_ due to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 6: Medical Examination Form**



**MEDICAL EXAMINATION FORM**

**SECTION A: TO BE COMPLETED BY THE EMPLOYEE IN THE PRESENCE OF A MEDICAL EXAMINER**

**1. Title (Please tick below)**

Mr  Mrs  Miss  Rev  Dr  Professor  Others

Specify.....

**2. First and Middle Name(s)**

.....

**3. Last Name**

.....

**4. Full Name(s) at Birth**

.....

**5. Marital Status (Please tick below)**

Single  Married  Separated  Divorced  Widowed  Others

Specify.....

**6. Date of Birth** .....

**7. Physical Address**  
.....

[Type here]

**8. E-Mail Address**

.....

**9. Telephone Numbers**

Phone .....

**10. Job Post** .....

**11. Have you ever suffered from any of the following? (Give dates for each "yes" answer)**

	<b>Yes</b>	<b>No</b>	<b>Dates</b>
a) Fits or convulsions or sudden loss of consciousness	.....	.....	.....
Severe headaches or migraine	.....	.....	.....
Head injury or "concussion"	.....	.....	.....
"Nervous breakdown"	.....	.....	.....
Any other nervous trouble	.....	.....	.....
b) Tuberculosis of the lungs ("consumption")	.....	.....	.....
Spitting of blood	.....	.....	.....
Bronchitis, pneumonia or pleurisy	.....	.....	.....
Asthma or "hay fever"	.....	.....	.....
Silicosis	.....	.....	.....
c) Heart disease, "weak heart" or strained heart	.....	.....	.....
Fainting attacks or giddiness	.....	.....	.....
Rheumatism or rheumatic fever	.....	.....	.....
Pain in chest, throat or arm while undertaking physical Effort	.....	.....	.....
d) Stomach or bowel complaints	.....	.....	.....
Indigestion or peptic ulcer	.....	.....	.....
Attacks of abdominal pain	.....	.....	.....

[Type here]

- e) Kidney or bladder trouble .....  
    Syphilis or gonorrhoea .....  
    Difficulty or pain in passing urine .....
- f) Malaria .....  
    Dysentery .....  
    Enteric (Typhoid or paratyphoid fever) .....  
    Bilharzia (schistosomiasis) .....
- g) Any eye or ear complaints .....  
h) Injury or disease of bones or joints .....  
i) Skin diseases .....  
j) Varicose veins .....
12. Have you ever suffered from any other illness or injury not mentioned above?  
.....  
.....
13. What operations have you had?.....  
.....

### DECLARATION

I, the undersigned, do hereby certify that I have carefully considered my answers to questions 1 – 3 below and that, to the best of my knowledge and belief, the information given is complete and correct and I consent to medical examination below.

### SECTION B: EXAMINATION

Height..... Weight ..... Chest Measurement: .....  
(without shoes) (with clothes but without shoes)  
a) on expiration .....  
b) on inspiration.....  
c) expansion .....

Physical development .....  
Any physical abnormalities, defects or deformities.....

[Type here]

*Mental State*.....

*Vision*.....

Right eye without glasses ..... With glasses .....

Left eye without glasses .....With glasses .....

(Snellen's standard type at 6.096 metre (20 feet) to be used)

*Hearing*: Right ear..... Left ear .....

*Speech*.....

*Cardiovascular system* .....

Heart: Position of apex beat.....Rate .....

Sounds .....

Murmurs .....

Rhythm .....

Pulse rate (standing).....

*Blood pressure*: Systolic.....

\*Exercise tolerance .....

\*to be tested when considered necessary

*Respiratory system*.....

*Abdomen*

Scars .....Liver size.....

Spleen enlargement .....Tenderness .....

Hernia.....

*Genito-urinary system*

Kidney enlargement.....

Urine: Appearance .....

S.G.....

Albumen .....

Sugar.....

Deposit.....

Bilharzial ova .....

*Females*:

Menstrual history .....

[Type here]

**SECTION C: CERTIFICATE**

1. From your examination and observation do you consider that the applicant is
  - a) in good health and fit for any type of employment anywhere in Malawi?  
.....
  - b) fit for specified duties only?.....  
of what nature?.....
2. Is the applicant free from any mental or physical defect likely to be aggravated or to endanger the life, health or safety of himself/herself or others in the course of his/her employment?
3. Would you pass the applicant as first-class for life insurance purposes?

*Date:..... Signed:.....*  
*(Medical Practitioner)*

*Address:.....*  
.....  
.....

.....  
.....  
.....

*(Full name and qualifications of Medical Practitioner in block letters)*

## Appendix 7: Staff Record Form



### STAFF RECORD FORM

1. **Title (Please tick below)**  
Mr/Mrs/Miss/Rev/Dr/Prof./Other (specify).....
2. **First and Middle Name(s)**  
.....
3. **Last Name**  
.....
4. **Full Name at Birth**  
.....
5. **Marital Status (Please tick appropriate)**  
Single/Married/Separated/Divorced/Widowed/Other .....
6. **Date of Birth (dd/mm/yyyy)** .....
7. **Nurses Council Registration No:** .....
8. **Identification (National ID/Other specify)** .....
9. **Postal Address:** .....
10. **Phone Number** .....
11. **Email:** .....
12. **Physical Address:**  
Plot Number & Location: .....  
Village/Street: .....

[Type here]

T.A/Town: .....

District/City: .....

Country: .....

**13. Permanent address**

Village/Street: .....

T.A/Town: .....

District/City: .....

Country: .....

**14. Nationality** .....

**15. Country of Birth**.....

**16. Country of Domicile**.....

**17. Name of Spouse and Contact Details**

Postal Address .....

.....

Phone (Home) ..... Mobile: .....

Email Address: .....

**18. Next of Kin:**

Name .....

Address .....

Village/Street: .....

T.A/Town:.....

District/City:.....

Country: .....

Phone number.....

Email.....

[Type here]

**19. Children Under 21 Years**

	Full Name	Sex	Date of Birth	Relationship
i.	.....	.....	.....	.....
ii.	.....	.....	.....	.....
iii.	.....	.....	.....	.....
iv.	.....	.....	.....	.....
v.	.....	.....	.....	.....

**20. Other Dependants Under 21 Years**

	Full Name	Sex	Date of Birth	Relationship
i.	.....	.....	.....	.....
ii.	.....	.....	.....	.....
iii.	.....	.....	.....	.....
iv.	.....	.....	.....	.....

**21. Post:** .....

**22. Qualifications** (starting with the most recent)

	Degree	Class	Awarding Institution	Year
i.	.....	.....	.....	.....
ii.	.....	.....	.....	.....
iii.	.....	.....	.....	.....
iv.	.....	.....	.....	.....
v.	.....	.....	.....	.....

**23. Professional Awards/Recognition**

	Name	Year
i.	.....	.....
ii.	.....	.....

[Type here]

- iii. ....
- iv. ....
- v. ....
- vi. ....

**24. Previous Appointment** (From most recent)

	Post	Employer	Dates
i.	.....	.....	.....
ii.	.....	.....	.....
iii.	.....	.....	.....
iv.	.....	.....	.....
v.	.....	.....	.....
vi.	.....	.....	.....
vii.	.....	.....	.....
viii.	.....	.....	.....
ix.	.....	.....	.....
x.	.....	.....	.....

**Declaration**

I ..... do hereby certify that the information I have provided in this form is correct to the best of my knowledge and that any false information given may lead to disciplinary measures.

Signature of Candidate: ..... Date: .....

**25. Registrar:** .....

Signature: ..... Date .....

## Appendix 8: ID Requisition Form



**KAMUZU UNIVERSITY**  
OF HEALTH SCIENCES

### REQUEST FOR IDENTIFICATION CARD

#### A. PERSONAL DETAILS

Full Name: \_\_\_\_\_

Department/Project: \_\_\_\_\_

Registration/Employment Number: \_\_\_\_\_

National Identification/Passport Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

School: \_\_\_\_\_

**Student** (Fill where necessary)

Level	Name of programme	Duration
Undergraduate		
Undergraduate (mature)		
Postgraduate		
Elective		
Visiting		
Others (Specify)		

**Employee** (Fill where necessary)

Type	Type of Employment	Length of Contract	Post
Academic			
Administrative			
Support			
Others			

[Type here]

**B. REASON FOR REQUEST**

<b>Reason for Request</b>	<b>Tick appropriate</b>	<b>Requirement</b>
New		
Lost		Refer to applicable charges
Damaged		Refer to applicable charges
Name Change		
Others (Specify)		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**REGISTRY (OFFICE USE ONLY)**

Form must be submitted to Assistant Registrar Human Resource (for Staff) or Academic (for students) for processing. A picture will be taken by the ID processing office upon receipt of this form together with a payment receipt (where applicable) and confirmation of the information below.

I confirm the following information for the applicant:

Employee/Student

Department/Programme

Date of Appointment/Commencement

Date of Validity

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 9: Offer of Part-time Appointment



### OFFER OF PART-TIME APPOINTMENT

Dear \_\_\_\_\_

Refer to your application for the post of \_\_\_\_\_ at \_\_\_\_\_ and subsequent selection process, we wish to inform you that it has been decided to offer you the post on the following terms and conditions:

Rate per hour: \_\_\_\_\_

Maximum number of hours per week: \_\_\_\_\_

Effective date of appointment: \_\_\_\_\_

As a \_\_\_\_\_ your duties will include the following among others:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

(d) \_\_\_\_\_

Please note that the contract can be terminated earlier by either party by giving one month's notice or by payment of one month's salary determined by the number of hours worked during the immediate previous month.

Please find enclosed the following documents for your necessary action and reference:

- i. Acceptance Form
- ii. An extract of the Conditions of Service

[Type here]

If you accept this offer please sign and return the Acceptance Form.

This offer is valid for 14 days from the date of issuing to the given address.

We look forward to hearing from you soon.

Yours sincerely,

---

**For/ Registrar**

Copy:

---

---

**Appendix 10: Renewal/Extension of Contract Staff Under Schools  
Form**



**APPLICATION FOR RENEWAL/EXTENSION OF CONTRACT FOR  
STAFF UNDER SCHOOLS**

**Tick appropriately:**

Renewal:  Renewal shall imply that payment of terminal benefits will be made at the end of the existing contract and that a new contract will be offered from that date for an agreed period.

Extension:  Extension of Contract shall imply that terminal benefits will be deferred to the end of the extended contract

**SECTION A: APPLICANT**

1 Name: \_\_\_\_\_

2 Post: \_\_\_\_\_

3 Department: \_\_\_\_\_

4 Date of first appointment: \_\_\_\_\_

5 Post on first appointment: \_\_\_\_\_

6 Date when present contract expires: \_\_\_\_\_

7 I wish to extend/renew my contact for (Tick appropriate)

One  two  three  four years

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Type here]

**SECTION B: HEAD OF HUMAN RESOURCE**

8 I confirm that the applicant is eligible/ineligible for contract extension/renewal for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**SECTION C: HEAD OF DEPARTMENT**

*(Attach completed appraisal form)*

9 I recommend/do not recommend that the contract be extended/renewed.

10 Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** As soon as you have completed this section, send it to the Executive Dean under confidential cover

---

**SECTION D: EXECUTIVE DEAN**

11 I approve/do not approve the extension/renewal of contract for \_\_\_\_\_ year(s) for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** *The completed form should be sent to the Human Resource Office.*

**Appendix 11: Renewal/Extension of Contract for Administrative Staff Form**



**APPLICATION FOR RENEWAL/EXTENSION OF CONTRACT FOR ADMINISTRATIVE STAFF**

**Tick appropriately:**

- Renewal:  Renewal shall imply that payment of terminal benefits will be made at the end of the existing contract and that a new contract will be offered from that date for an agreed period.
- Extension:  Extension of Contract shall imply that terminal benefits will be deferred to the end of the extended contract

**SECTION A: APPLICANT**

1. Name: \_\_\_\_\_
2. Post: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Date of first appointment: \_\_\_\_\_
5. Post on first appointment: \_\_\_\_\_
6. Date when present contract expires: \_\_\_\_\_
7. I wish to extend/renew my contact for (Tick appropriate)  
 One     two     three     four years

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Type here]

**SECTION B: HEAD OF HUMAN RESOURCE**

8. I confirm that the applicant is eligible/ineligible for contract extension/renewal for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**SECTION C: HEAD OF DEPARTMENT**

*(Attach completed appraisal form)*

9. I recommend/do not recommend that the contract be extended/renewed.

10. Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** As soon as you have completed this section, send it to the Registrar under confidential cover

---

**SECTION D: REGISTRAR**

11. I approve/do not approve the extension/renewal of contract for \_\_\_\_\_ year(s) for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** *The completed form should be sent to the Human Resource Office.*

[Type here]

## **Appendix 12: Renewal/Extension of Contract of a Professor and Associate Professor Form**



### **APPLICATION FOR RENEWAL/EXTENSION OF CONTRACT – PROFESSOR AND ASSOCIATE PROFESSOR**

Tick appropriately:

- Renewal: Renewal shall imply that payment of terminal benefits will be made at the end of the existing contract and that a new contract will be offered from that date for an agreed period.
- Extension: Extension of Contract shall imply that terminal benefits will be deferred to the end of the extended contract

#### **SECTION A: APPLICANT**

1. Name: \_\_\_\_\_
  2. Post: \_\_\_\_\_
  3. Department: \_\_\_\_\_
  4. Date of first appointment: \_\_\_\_\_
  5. Post on first appointment: \_\_\_\_\_
  6. Date when present contract expires: \_\_\_\_\_
  7. I wish to extend/renew my contract for (Tick appropriate)  
 One     two     three     four years
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Type here]

**SECTION B: REGISTRAR**

8. I confirm that the applicant is eligible/ineligible for contract extension/renewal for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**SECTION C: HEAD OF DEPARTMENT**

*[Attach a performance appraisal report]*

9. I recommend/do not recommend that the contract be extended/renewed for \_\_\_\_\_ years for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**NOTE:** Once completed send it to the Human Resource Office under confidential cover.

---

**SECTION D: EXECUTIVE DEAN**

10. I recommend/do not recommend, the extension/renewal of contract for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**SECTION E: VICE CHANCELLOR**

11. I approve/do not approve the extension/renewal of contract for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Note: The completed form should be sent to the Human Resource Office.**

## Appendix 13: Staff Bond Form



### STAFF BOND FORM

This agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_ Twenty Thousand and \_\_\_\_\_ between \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called "the Employee") of one part and the **Council of the Kamuzu University of Health Sciences** a body corporate duly established under provisions of Section 8 of the Kamuzu University of Health Sciences Act (No. 20 of 2019) and having its principal office in Blantyre (Private Bag 360, Chichiri, Blantyre 3) in the Republic of Malawi (hereinafter called "the University") of the other part.

**Whereas** the Employee at the request of the University and subject to these presents is about to enter upon a course of study at \_\_\_\_\_ (herein referred to as the "Institution").

**Now this agreement witnesseth** as follows: -

- 1 The University hereby agrees with the Employee as follows:
  - (a) The University will make appropriate arrangements for the Employee to Leave the country for his/her place of study and for his/her return on completion of this course of study at the Institution.
  - (b) During the Employee's course of study, the University will pay such sums of money to or on behalf of the Employee as may in the opinion of the University be necessary; and pay/ or pay such allowances of the uptake of the Employee's dependents during the Employee's absence on the said course of study, but the University may terminate the payment of either salary or allowances or both if the University shall be of the opinion that the staff member is in breach of any provision of this agreement, but in the event of any decision being taken to terminate any payment made by the University, either salary or allowances, the University shall forthwith notify the Employee at the earliest practical moment.

[Type here]

- 2 (a) The course of study referred to in this agreement shall commence on the \_\_\_\_\_ day of \_\_\_\_\_ Twenty Thousand and \_\_\_\_\_ and terminate on the \_\_\_\_\_ day of \_\_\_\_\_ Twenty Thousand and \_\_\_\_\_.

The employee will continue as an Employee of the University during the currency of the course of study which is the subject of this agreement.

Upon the return of the Employee to Malawi after satisfactorily completing the course of study the Employee will serve the University in the capacity of \_\_\_\_\_ or in such other posts with the University or with such other organisation as may be mutually agreed upon for a further period of not less than three years from the day of his/her return to the University.

- (b) The Employee undertakes to diligently apply himself/herself to the said course of study and upon his return during any ensuring period of service with University or such other organisation as shall be agreed upon to work diligently and to the best of his/her skill, knowledge and understanding.

- 3 If the employee shall upon his/her return refuse to serve the University as aforesaid or shall terminate his/her services before the three years' period has elapsed, he/she shall refund to the University the sum of money spent equivalent to the total sum of money spent by the University on the Employee and his/her dependants during the period of his/her course of study including such portion of contribution made by the University to the University Superannuation Scheme or any other benefit.

- 4 In the event of: -

- (a) the institution reporting in writing to the University that the Employee is not applying himself/herself with diligence to his/her studies, or
- (b) the Employee misbehaving under the institution rules, the University rules and any other relevant bodies/laws, whilst under the said course of study, or
- (c) the Employee abandoning the course before the official date of completion

It shall be construed as misconduct and the employee shall be subjected to disciplinary processes.

[Type here]

- 5 In the event of the Employee failing to return to Malawi at the end of the said course of study or when instructed to do so by the University he/she shall immediately refund to the University any payments made by the University under this agreement.
- 6 If the Employee shall become ill during the period of the study to such an extent as to preclude him/her from finishing the course of study, upon receipt by the University of medical certificate issued by Doctor of the Employee, if such illness is due to the Employee's neglect of normal hygiene or to any excesses affecting his/her health, the Employee may, on his/her return, be subjected to disciplinary action.
- 7 **In Witness Whereof** the said Employee has set his/her hand and the University has caused its Official Stamp to be hereunto affixed the day and year first above written.

**Signed** and Delivered by the said;

Name of Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

**In the presence of:**

Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

**The Official stamp of the University was hereunto affixed in the presence of:**

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Appendix 14: Staff Education Benefit Scheme Form**



**APPLICATION FOR EDUCATION SUPPORT FOR CHILDREN UNDER  
STAFF EDUCATION BENEFIT SCHEME**

*(to be completed in duplicate)*

**SECTION A: STAFF MEMBER DETAILS**

Name of Staff Member: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

School/Department/Other: \_\_\_\_\_

Position: \_\_\_\_\_

Grade: \_\_\_\_\_

Type of Contract: *(tick appropriate box)*  Tenure  Fixed-Term

**SECTION B: DEPENDANT DETAILS**

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Gender: \_\_\_\_\_

Relationship to staff member: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of School: \_\_\_\_\_

Qualification: \_\_\_\_\_

Qualification Examination Number: \_\_\_\_\_

Year of qualifying: \_\_\_\_\_

Scores obtained in best six subjects:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Type here]

---

---

**SECTION C: TYPE OF BENEFIT REQUESTED**

- i. Kamuzu University of Health Sciences  
I request consideration for *(tick appropriate box)*:

University Selection and Tuition fees

**Programmes of choice**

First choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Third choice \_\_\_\_\_

Fourth choice \_\_\_\_\_

University Selection only

Tuition fees only

- ii. Other Universities

Tuition fees only

***I declare that this will be my***

1<sup>st</sup> beneficiary

2<sup>nd</sup> beneficiary

**SECTION D: STAFF MEMBER DECLARATION**

I declare that the information, which has duly been supplied in this form is correct. I acknowledge that any misinformation in material respect will lead to loss of benefit for my ward and result in disciplinary measures.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION E: HEAD OF HUMAN RESOURCE'S ENDORSEMENT**

I certify that \_\_\_\_\_ is a staff member of this University in the \_\_\_\_\_ Department. His/her dates of appointment and confirmation are \_\_\_\_\_ and \_\_\_\_\_ respectively and is presently working as \_\_\_\_\_

\_\_\_\_\_ I have established from our official records that the proposed beneficiary is a  *bona fide*  *not a bona fide* child of the staff member. Our records also indicate that this will be the

1<sup>st</sup> or  2<sup>nd</sup> dependent of this staff member to benefit from the scheme and is therefore eligible.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 15: Application for Tuition Fees Under Staff Benefit Scheme Form**



**APPLICATION FOR TUITION FEES UNDER STAFF BENEFIT SCHEME**

*(To be completed in Triplicate)*

**SECTION A: TO BE COMPLETED BY APPLICANT**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Grade : \_\_\_\_\_  
Department : \_\_\_\_\_

I apply for fees for my child (*indicate name*) \_\_\_\_\_  
aged \_\_\_\_\_ at (*indicate name of institution*) \_\_\_\_\_  
\_\_\_\_\_ for the term/semester beginning  
from \_\_\_\_\_ to \_\_\_\_\_ as per attached invoice in  
the 20\_\_\_\_/\_\_\_\_ academic year. He/she is the first/second beneficiary  
under this scheme.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B: TO BE COMPLETED BY HEAD OF HUMAN RESOURCE**

I approve/do not approve the application

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Human Resource Office should attach evidence of approval of placement under the scheme.

[Type here]

**SECTION C: TO BE COMPLETED BY FINANCE**

I authorize/not authorize payment amounting to K \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by Cheque/EFT No. \_\_\_\_\_ Received in Cash K \_\_\_\_\_

## Appendix 16: Subsistence Allowance Claim Form



**KAMUZU UNIVERSITY**  
OF HEALTH SCIENCES

### **SUBSISTENCE ALLOWANCE CLAIM FORM**

*(Please submit in duplicate)*

#### **SECTION A: EMPLOYEE INFORMATION**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Grade : \_\_\_\_\_  
Department : \_\_\_\_\_

I claim subsistence allowance in respect of University business as indicated in the table below (**Note: Please attach supporting documents to the event**):-

<b>DATE(S) OF THE EVENT</b>	<b>DETAILS OF THE EVENT</b>	<b>RATE</b>	<b>AMOUNT CLAIMED (MK)</b>
<b>TOTAL</b>			

Bank Account details for receiving this allowance:

Bank Name : \_\_\_\_\_

Bank Account: \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#### **SECTION B : HEAD OF DEPARTMENT/PI**

I recommend/do not recommend the payment of subsistence allowance of

K\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Type here]

**SECTION C : EXECUTIVE DEAN/REGISTRAR**

I approve/do not approve the payment of subsistence allowance of K\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D: FINANCE MANAGER**

I authorize/not authorize payment of subsistence allowance amounting to

K\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by Cheque/EFT No. \_\_\_\_\_ Received in Cash K \_\_\_\_\_

**Rates for Subsistence Allowance payable to Staff Travelling on approved University Business are as follows:**

<b>CATEGORY OF STAFF</b>	<b>RATE PER NIGHT (K)</b>	<b>WHEN NO NIGHT IS SPENT AWAY(K)</b>
Vice Chancellor Executive Dean Registrar Director of Finance and Investments Director of Students Affairs Professors Admin Grades 3 to 1	80,000	21,000
Associate Professors Senior Lecturers Admin Grades 5 & 4	64,000	17,000
Lecturers Admin Grades 7 & 6 Support Staff Scale H, I, & J	56,000	14,000
Assistant Lecturer Staff Associate Admin Grade 8 Support Staff Scale F & G	47,000	11,000
Support Staff Below F	39,000	9,000
<b>Where accommodation is paid for (for each meal)</b>		
Vice Chancellor Executive Dean Registrar Director of Finance and Investments Director of Students Affairs Professors Admin Grades 3 to 1	Capital Hotel Mt. Soche Hotel Walmont Presidential Hotel Ryalls Hotel Ku-Chawe Club Makokola Kumbali Lodge	21,000

[Type here]

Associate Professors Senior Lecturers Admin Grades 5 & 4	Ryalls Hotel Amaryllis Hotel Lilongwe Hotel	17,000
Lecturers Admin Grades 7 & 6 Support Staff Scale H, I, & J	Golden Peacock Crossroads	14,000
Assistant Lecturer Staff Associate Admin Grade 8 Support Staff Scale F & G	Suitable Lodge	11,000
Support Staff Below F	Suitable Lodge	9,000
<b>Incidental allowance</b>		
<b>All categories of Staff</b>		<b>K15,000</b>

**Appendix 17: Advance Application Form**



**KAMUZU UNIVERSITY**  
OF HEALTH SCIENCES

**ADVANCE APPLICATION FORM**

*(To be completed in Triplicate)*

Emergency  Education  House Rent  General Purpose (Tick  
Appropriate)

**SECTION A: APPLICANT**

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Type of Appointment : \_\_\_\_\_  
Department : \_\_\_\_\_  
Grade : \_\_\_\_\_  
Date of Appointment : \_\_\_\_\_  
Monthly Salary (Gross) : \_\_\_\_\_  
Amount Requested : \_\_\_\_\_

I agree to repay this advance in \_\_\_\_\_ monthly installments.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B: FINANCE OFFICE**

Other advances outstanding:

Type of Advance	Amount Outstanding	Last
Installment Due		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Current net salary:	K_____	_____%
Applicable interest:	_____	_____

[Type here]

Net salary if advance is granted K\_\_\_\_\_ %

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C: HEAD OF HUMAN RESOURCE**

I approve/ do not approve an advance of K\_\_\_\_\_ payable over \_\_\_\_\_ months for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION G: FINANCE OFFICE**

I authorize/not authorize payment of an advance amounting to K\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by Cheque/EFT No. \_\_\_\_\_ Received in Cash K\_\_\_\_\_

**NOTES:**

Employees should **note** the following conditions when applying for advances:-

1. The amount of the advance does not exceed:
  - a. Emergency Advance - one month's gross salary
  - b. Education Advance - three months' gross salary
  - c. House Rent - one month's salary
  - d. General Purpose - three month's gross salary
2. The employee's net salary does not exceed the 50% gross salary threshold.
3. The applicant agrees to pay back the advance plus prevailing interest where applicable.
4. All relevant supporting documents shall be attached to this form where applicable.

[Type here]

## Appendix 18: Application for Leave Form



### APPLICATION FOR LEAVE

*(To be completed in triplicate)*

#### SECTION A: APPLICANT

- (i) Name in Full: \_\_\_\_\_
- (ii) Post: \_\_\_\_\_
- (iii) Department/Section: \_\_\_\_\_
- (iv) Financial Year \_\_\_\_\_
- (v) Contact address during leave
- a. Physical address \_\_\_\_\_  
\_\_\_\_\_
- b. E-mail address \_\_\_\_\_
- c. Phone No. \_\_\_\_\_

---

#### SECTION B: LEAVE DETAILS

- a. **Type of Leave** *(Tick appropriate)*
- Annual
  - Sick
  - Maternity
  - Paternity
  - Compassionate
  - Examination
  - Sport and Cultural activities
  - Seminar, Conference or Workshops
  - Unpaid

[Type here]

**b. Days entitled**

For annual/sick/maternity/paternity/compassionate leave

- (i) Days due in present year: \_\_\_\_\_
- (ii) Days brought forward at request of the University: \_\_\_\_\_
- (iii) Days taken in present year: \_\_\_\_\_
- (iv) Days now due {(i), + (ii) - (iii)} \_\_\_\_\_
- (v) Days now applied for: \_\_\_\_\_
- (vi) Balance due in present year {(iv) - (v)} \_\_\_\_\_

**c. Dates requested from: \_\_\_\_\_ to: \_\_\_\_\_**

**SECTION C: LEAVE GRANT**

*(Applicable to annual leave only)*

I wish to request that my Leave Grant for the \_\_\_\_\_ financial year be paid to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D: HEAD OF DEPARTMENT / SECTION**

Application for leave is recommended / not recommended. If not recommended, give reasons.

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION E: HEAD OF HUMAN RESOURCE**

*(HR to approve all leave except unpaid leave, sports, conference/workshop)*

Application for leave is recommended/approved. If not recommended/not approved, give reasons.

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION F: REGISTRAR**

*(To approve unpaid leave, sports, conference/workshop)*

Application for leave is approved/not approved.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Type here]

**SECTION G: FINANCE**

I authorize/not authorize payment of Leave Grant amounting to  
K\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by Cheque/EFT No. \_\_\_\_\_ Received in Cash K \_\_\_\_\_

## Appendix 19: Employees on Training's Progress Report Form



### EMPLOYEES ON TRAINING'S PROGRESS REPORT

#### SECTION A: INTRODUCTION

Staff members of the Kamuzu University of Health Sciences (KUHeS) who are on long term training (Hereinafter referred to as students) must complete this form and submit to the Registrar every six (6) months.

#### SECTION B. STUDENT'S PRELIMINARY DETAILS

Name: \_\_\_\_\_ Registration No. \_\_\_\_\_  
Study Level: \_\_\_\_\_ Area of Specialisation: \_\_\_\_\_  
Faculty: \_\_\_\_\_ Department: \_\_\_\_\_  
Study commencement dates: \_\_\_\_\_ Study planned end dates: \_\_\_\_\_  
Progress report period \_\_\_\_\_ to \_\_\_\_\_

#### SECTION C. STUDENT'S INPUT

Briefly state the:

C1. Progress made in your studies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C2. Outstanding progress worth noting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Type here]

C3. Challenges encountered affecting study progress \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D. FACULTY/SUPERVISOR/INSTRUCTOR'S INPUT**

D1. Briefly inform us about the student's study progress which must include but not limited to whether the student is behind or ahead of schedule or on course in his/her studies  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D2. Briefly inform us about critical observations on the student's studies worth noting  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION E. TRAINING COMMITTEE'S REMARKS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Training Committee Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Once completed, this form should be sent to the HR section*

## Appendix 20: Application for Terminal Benefits Form



### APPLICATION FOR TERMINAL BENEFITS

#### SECTION A: APPLICANT

Name : \_\_\_\_\_  
Post : \_\_\_\_\_  
Grade : \_\_\_\_\_  
Date of present contract : \_\_\_\_\_  
Date of Appointment : \_\_\_\_\_  
Department : \_\_\_\_\_  
School : \_\_\_\_\_

I apply for terminal benefits.

My total service in my present contract will be \_\_\_\_\_ (*calendar months*) \_\_\_\_\_ (*days*).

NOTE: Please attach clearance and exit interview form, in case of non-renewal of contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SECTION B: HEAD OF HUMAN RESOURCE

I approve/do not approve the claim for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Type here]

**SECTION C: FINANCE**

I do authorize/not authorize payment of terminal benefits amounting to  
K\_\_\_\_\_

Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by Cheque No. \_\_\_\_\_ EFT No \_\_\_\_\_



