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Baqai Medical University

Human Resources Department HR Policy Manual		
Policy # HR – 01	Retention Policy	Approval Date: September 26, 2024
Revision No: 00	Revision Date:	Effective Date: September 26, 2024
Prepared by: ----- HRD	Reviewed by: ----- Vice Chancellor	Approved by: ----- Board of Governors

1. Philosophy

Our Human Resource Retention Policy is rooted in the belief that our employees are our greatest asset. We are committed to fostering a supportive and engaging work environment that recognizes and nurtures high potential and performance. By prioritizing professional development, work-life balance, and employee well-being, we aim to cultivate a culture of loyalty and excellence.

2. Objective:

To attract, develop, and retain top talent within BMU. By implementing a comprehensive set of strategies and initiatives, we aim to create a compelling value proposition for our employees, foster a sense of belonging, and ensure long-term commitment to our shared goals and vision.

3. Scope:

This policy is applicable to:

- a. All full time Permanent and Contract employees of Baqai Medical University.

4. Entitlements:

Qualifications Allowance

Employees who enhance their qualifications shall be eligible for a competitive qualification allowance. This initiative acknowledges their commitment to education and serves as a retention tool, encouraging high-performing individuals to remain with BMU as we strive for excellence in knowledge and expertise.

Administrative Allowance

Employees who demonstrate exceptional managerial skills and multitasking abilities shall be offered additional administrative roles. This enhances their professional growth and provides an administrative allowance tailored to their specific roles, serving as an effective retention tool that acknowledges their contributions and fosters their development within the organization.

Medical Benefit

BMU shall provide a comprehensive medical benefit plan that covers employees and their immediate families for both in-patient and out-patient treatments. This balanced approach ensures the well-being of our staff and serves as a vital retention tool, reinforcing our commitment to employee health and satisfaction within a medical university setting.

Earned Leaves

Employees who have completed one year of service shall be entitled to 30 calendar days of fully paid earned leave annually. This benefit promotes relaxation and quality time with family and friends, encouraging mental and physical rejuvenation. It serves as an effective retention tool that highlights our commitment to employee well-being and work-life balance.

Retirement Benefits

BMU shall offer a gratuity benefit as a retirement incentive, recognizing the years of service employees have dedicated to the University. This financial support alleviates the burden at retirement or when transitioning to new career opportunities, serving as a valuable retention tool that encourages employees to remain with BMU for the long term.

Personal Loans

BMU shall provide interest-free personal loans in the form of salary advances to employees in junior or worker roles to help them meet immediate financial needs. This support enables employees with lower salaries to manage their expenses effectively, serving as a valuable retention tool that fosters loyalty and enhances job satisfaction.

Research & Development

BMU has established a state-of-the-art training and development facility that offers extensive opportunities for research and skill enhancement throughout the year. This initiative motivates employees and serves as a powerful retention tool, fostering growth for those with potential and a desire to develop their capabilities.

Individual Performance

During annual reviews, BMU shall recognize and appreciate the unique contributions of each employee by offering special increment percentages in response to inflationary trends. This acknowledgment of individual performance not only rewards excellence but also serves as a powerful retention tool, motivating employees to continue their commitment to the University.

5. Interpretation:

- a) This policy shall supersede all previous policies on the subject and will be effective dated XXXXXXXX 1st 2024;
- b) Necessary changes shall be made as per policy in Regulations, procedures and guidelines;
- c) In case of any ambiguity in understanding this policy, the interpretation of the Vice Chancellor will be treated as final;



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- d) Any exception to the policy shall be approved by the Vice Chancellor on the recommendation of HR and shall be reported to the Board of Governors.