

## GUIDELINES FOR MEDICAL LEAVE

1. The student should report about the sickness to the institute on telephone.
2. A leave application on medical grounds should be attested by the 'on duty' medical officer of Symbiosis Centre of Health Care.
3. For leave up to 3 days, if the person takes treatment from a private doctor, then he/she has to submit the leave certificate to the institute on the day of rejoining the college. The office of the institute will at the discretion of the Head may accept it or require the student to have it authenticated from SCHC.
4. For Local students : In case, the medical leave is likely to extend for a period of more than 3 days, then it is mandatory for the student to be present in person or to inform on telephone to Symbiosis Centre for Health Care about the sickness. Sanction of leave for more than 3 days will have to be obtained before the 4th day itself and not at the time when the student comes back to Institute. Continuation of sick leave beyond 3 days will have to be notified to SCHC.
5. For out station students : In case the student is admitted to a hospital or has fallen sick during a visit home or is so incapacitated, it is obligatory for him/her to send certificate by doctor treating his/her medical condition by fax directed to the Medical Officer, Symbiosis Centre for Health Care (Tele fax 020-25678680 Ext. 204) the possibility of medical leave extending beyond 3 days.
6. No back dated medical leave will be granted to the student on any ground whatsoever.