



## **PROCESSING OF LEAVE REQUEST OF CADETS WHILE ACADEMIC SESSION IS IN PROGRESS**

**Reference:-** Sainik School Society Rules & Regulation

**Appendix:-** A : Medical Fitness Certificate

### **Introduction**

1. Sainik Schools training curriculum is such that any long period of absence from School will hamper the overall progress of the cadet. Leave to cadet is to be kept at bare minimal level and to be granted in emergency situations or on medical grounds. This Standard Operating Procedure (SOP) deals with procedure to be followed while granting leave to cadets while academic session is in progress.

### **Aim**

2. The aim of this SOP is to lay down conditions and procedures for granting leave to cadets while academic session is in progress

### **Grounds and procedure for grant of leave**

3. Every cadet must comply with 75% attendance requirement as laid down by CBSE prior to appearing in any Examination. All efforts will be made to minimize absence of cadets from School. However, there may be situations when a cadet is to proceed on leave while academic session is in progress. Cadets of this School will be granted leave only on following grounds:

- (a) On medical grounds.
- (b) Death/critical illness of direct blood relatives.
- (c) To attend any social function only of direct blood relatives.
- (d) Compassionate ground.

4. All leave request other than medical leave will be made by parents/local guardian to School by email/post. Leave application must reach at least three working days in advance. In case of email request, a copy is to be marked to official email address of concerned housemasters. No leave application is to be processed if not properly endorsed by the parents/authorized guardians.

5. All boarder cadets of classes VI to VIII will mandatorily be accompanied by parents/local guardian/person authorized by parents while proceeding on any type of leave. For boarder cadets of classes IX to XII, parents may authorize their ward to travel alone. However in case of medical leave, all cadets irrespective of their class will be accompanied by parents/local guardian/person authorized by parents.

6. All boarder cadets proceeding on medical leave will report to nursing assistant along with their parents/local guardian/person authorized by parents for briefing. Nursing assistant will brief them about the treatment given at school. After medical leave, boarder cadets (along with parents/local guardian/person authorized by parents, if applicable) will again report to nursing assistant with medical fitness certificate as per format given in **Appendix A** and medical records. Boarder cadets will not be allowed to join school without clearance from nursing assistant.

7. Cadets can be granted up to three days of leave (seven days in case of outstation cadet) up to two times in an academic year on grounds mentioned at para 3 (b), (c) & (d). Documentary evidence needs to be attached with leave application in all such cases.

8. If a cadet overstays leave without prior written intimation to housemaster he/she will be permitted to enter only if accompanied by parents

9. Leave application is to be processed if a cadet is to remain out of campus after 1700h. In remaining cases, outpass can be given to cadets on holidays/after academic hours on working days subject to conditions laid out in paragraphs 4,5& 6.

10. After completion of any type of leave, reporting time for cadets will be on or before 1700h unless accompanied by parents/local guardian/person authorized by parents.

**Conclusion**

11. This SOP has been framed to deal with all cases related to leave request received from parents while academic session is in progress and streamline the process for grant of leave to cadets. All stakeholders are to adhere to various provisions laid out in this SOP. This SOP will be implemented with immediate effect.

**Appendix A**

**MEDICAL FITNESS CERTIFICATE**

**(To be submitted on Prescription Pad of registered Medical Doctor)**

This is to certify that \_\_\_\_\_(Name) S/o \_\_\_\_\_  
was under my medical treatment for \_\_\_\_\_  
(ailment) from \_\_\_\_\_(date) to \_\_\_\_\_(date). He/ She was advised for  
rest (if applicable) from \_\_\_\_\_(date) to \_\_\_\_\_(date). He/ She is fully fit  
to join school routine wef \_\_\_\_\_ (date).

**Place :**

**Signature & Stamp**

**Date :**

**Name of Doctor:**

**Reg No**