



The Scholars College of Nursing and Health Science

Prepared by:
Dr. Nazish
Assistant Professor
01-07-2025

Reviewed by:
Mr. Fazli Hadi
Director
01-07-2025

Approved by:
Mr. Gul Muhammad
Principal
01-07-2025

Leave Policy

The Scholars College of Nursing and Health Sciences

Objective

To define leave entitlements, approval procedures, and responsibilities for students and staff of The Scholars College of Nursing and Health Sciences, ensuring academic continuity and operational efficiency.

Scope

This policy applies exclusively to all students, faculty, and staff of **The Scholars College of Nursing and Health Sciences**.

1. Student Leave

a) Casual Leave (CL)

- Maximum **6 working days per academic year**.
- Leave must be applied in advance and approved by HOD or Principal.
- Only **2 consecutive days** allowed; longer leave requires Principal approval.
- Unused casual leave **will not accumulate**.



b) Medical Leave (ML)

- Sick leave granted with valid medical certificate.
- Leave longer than **2 days** requires certification from a registered practitioner.
- Students must inform faculty **before start of academic day**.

c) Special Leave

- Granted only in exceptional circumstances (hospitalization or emergency).
- Can only be availed **after exhausting casual and medical leave**.
- Duration approved by Principal on case-by-case basis.

2. Staff Leave

a) Earned Leave (EL)

- Full-time permanent staff entitled to annual earned leave as per employment contract.

b) Casual Leave (CL)

- **6 working days per year**, pro-rata for new hires.
- Maximum **2 consecutive days** without higher approval.

c) Sick Leave (SL)

- **8 sick days per year**.
- Leave exceeding **2 days** requires medical certificate.

d) Special Sick Leave

- Up to **6 months**, approved by Principal after recommendation by medical officer.
- Only available **after exhaustion of other leave types**.

e) Unpaid Leave

- Available when all other leave is exhausted.
- Approval hierarchy: Principal → Director → Vice Principal

3. Leave Approval

- Applications submitted in writing or via official email/system.
- Students: Approval by HOD or Principal.



- Staff: Approval by reporting authority and Principal.
- Emergency leave must be communicated immediately.

4. Unauthorized Absence

- Absence without prior approval is considered **unauthorized**.
- May result in **disciplinary action**, academic penalties for students, or loss of pay for staff.

5. Record Keeping

- Leave records maintained by college administration.
- Periodic review of leave balances and usage will be conducted.

