

LEAVE POLICY & PROCEDURE

(ASSMS - STUDENTS)

As a general principal Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind. All the ASSMS students are advised that before claiming any of following Leave types, they must follow the applicable leave procedure as explained below:

CASUAL LEAVE

- I. ONE justified casual leave is allowed to a student in a calendar month which cannot be accumulated in any case. Two short leaves will also be considered equal to one complete leave.
- II. The student will apply for the casual leave on the prescribed Leave application form which can be downloaded from the link <http://www.sms.edu.pk/downloads.php>.
- III. The student will apply for casual leave in advance and before availing the leave he/she will reassure that his/her application has been approved by the authority.
- IV. Absence from class after the expiry of leave renders a student liable to disciplinary action. Overstayal of leave without proper sanction will be considered as an absentia and no further leave will be sanctioned in absentia.

SICK LEAVE

- I. The competent authority may grant sick leave to a student while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their studies.
- II. Leave sanctioning authority may secure second medical opinion, if it considers Necessary.
- III. The **duration of leave** cannot be more than what is recommended as necessary by the Medical Consultant.
- IV. The student will inform the institute about his/her sickness in any appropriate manner and on return to the class he/she will produce a valid medical certificate along with his application.
- V. The student shall apply for the sick leave on the prescribed Leave application form which can be downloaded from the link <http://www.sms.edu.pk/downloads.php>.

STUDY LEAVE

- I. Study leave may be granted to a student for attending conferences, congresses, symposia, seminars, delivering lectures in institutions and universities at the invitation of such institutions on behalf of the ASSMS.
- II. Study leave may also be granted to a student for carrying research work in another Pakistani / Foreign University, Institution or organization or international agency when so deputed by the ASSMS.
- III. Study leave may be granted for visiting foreign countries under Cultural & Bilateral Exchange Programme etc.
- IV. The **duration of leave** should be such as may be considered necessary by the Director General. The student availing study Leave for the purpose of attending seminars/conference/symposia, workshops and courses shall be required on their return to submit a full report on the work done by them while on study leave.
- V. The student will apply for study leave in advance along with verifiable supporting documents (Conference invitation, admission offers, other acceptances etc) and before proceeding to the training etc he/she will reassure that his/her application has been approved by the authority.
- VI. The student will apply for the study leave on the prescribed Leave application form which can be down loaded from the link <http://www.sms.edu.pk/downloads.php>.

The Leave applications with the following deficiencies will not be considered at all:

- a) **The applications submitted on the plain papers OR the applications not submitted on the prescribed leave application forms.**
- b) **Incomplete leave applications.**
- c) **Leave applications not bearing the signature of the applicant/student.**
- d) **Leave applications signed on behalf of OR care of the applicant/student.**
- e) **Leave applications supported by forged /fabricated documents.**

PROCEDURE OF LAUNCHING LEAVE APPLICATION.

The students are required to fill the appropriate leave application form and submit to the main office (Please don't submit the application Directly to the DG's Office) along with supporting documents during the working hours. On the next working day you may know the status of the application from the same official to whom the application was submitted. **Please don't make any phone call to any staff member in this regard since no telephonic leave request will be entertained.**