

SOP FOR GRANTING LEAVE TO THE CADETS

The following SOP shall be followed as guideline for grant of leave to cadets of Sainik School Amaravathinagar.

1. **Occasions when leave can be sought:**

- (a) Marriage of own brother / sister
- (b) Death of a family member*
- (c) Extreme compassionate ground

2. **Grant of leave during exams:**

- (a) Death of a family member*
- (b) Medical emergency for the cadet

3. **Conditions:**

- (a) Academic Performance of cadets: Cadets who are very poor in academics generally are not allowed to go on leave. However, leave may be granted to them if circumstances are unavoidable.
- (b) Leave approving authority for any type will always be Principal.
- (c) Application for leave and custody of cadets on sanctioning of leave will always be given by / to parents and not any relative.
- (d) Late Arrival of Cadets from leave:

Extension of leave due to unavoidable circumstances should be informed immediately to the authorities and prior permission should be obtained. In such case investigation should be initiated by the House Master and the same is to be intimated in writing to the Vice Principal through Sr Master failing which an amount of Rs.500/- per day will be penalized to the cadet.

4. **No. of leave in a Academic Year:**

- (a) The maximum no. of leave a cadet can take in a academic year is 10 days.
- (b) At any given time the leave should not exceed more than 03 to 05 days.

5. **Sick Leave procedures:**

- (a) Cadets will be permitted to go home for any essential treatment by a specialist only when it is recommended by the School Medical Officer.
- (b) Consultation by specialists / OPD proof of Govt or Private hospital along with the bills of fee paid should be submitted to the School on reporting back.

6. **Birth Day celebration procedures:**

- (a) No case of Parents approaching the school for meeting the child on Birthdays are to be entertained.
- (b) Housemasters and ward boys must adhere to said guidelines.