

**MAYO COLLEGE, AJMER****SOP: LEAVE OTHER THAN MENTIONED IN SCHOOL CALENDAR****Reference.**

- (a) School Calendar.
- (b) Outing SOP at [www.mayocollege.com](http://www.mayocollege.com).
- (c) Leave Application Form – Appx A.

**Aim of SOP.**

1. To lay down guidelines and procedures to facilitate parents and students applying for leave other than those mentioned in the School Calendar.

**Background.**

2. Many a times events occur in students' families during 'Term' time which warrants applying for leave by them/their parents / gaurdians to enable them attend to those circumstances and/or occasion.
3. The School's past experience has been that a large number of parents are not aware of the types of leave which can be availed by their wards and the procedure they need to follow while applying for leave.
4. This Standing Operating Procedure (SOP) will facilitate the children and their parents / guardians to apply for leave which can be sanctioned.
5. Parents are requested not to indulge in any infructuous correspondence or approach others on issues related to leave as such requests would not be entertained.

**Right to Leave.**

6. Not withstanding the types of leave and their admissibility, *leave is not a right but a privilege* given to children depending on the following :-
  - (a) Good discipline and conduct at school.
  - (b) Good academic performance.
  - (c) The boy /boys not being on any corrective drill/ extra studies/ punishment during the period of leave being applied for.

**Types of Leave.**

7. The types of leave are as under:-
  - (a) **Medical Leave.**
  - (b) **Wedding Leave.**
  - (c) **Compassionate (bereavement) Leave.**
  - (d) **Study Leave.**
8. Each of the above type of leave and its period are given below.
9. **Medical Leave.**
  - (a) **Medical Leave** may be granted on medical grounds for which the leave application needs to be addressed to the RMO.
  - (b) **Period of Leave.** As ascertained by the RMO and approved by the Principal.
  - (c) **Authority to Sanction Leave.** The RMO will recommend the *Medical Leave* to the Principal who will be the sanctioning authority. Parents and Housemasters will be informed by the RMO.

10. **Wedding Leave.**

(a) Wedding Leave may be granted in case of marriage of an immediate family member (blood relation). The following relatives would fall in the aforesaid category:-

- (i) Real brother and/or real sister.
- (ii) Legally adopted child by the parents.
- (iii) Immediate uncle and/or aunt (paternal and maternal).

(b) **Period of Leave.**

- (i) Wedding. Two days.
- (ii) Journey. Actual journey period by the shortest and most convenient route / mode of transportation.

(c) **Authority to Sanction Leave.** Leave will be recommended by the Housemaster and sanctioned by the Principal, provided if the application is moved minimum 15 days in advance.

11. **Compassionate Leave.**

(a) Leave will be granted in case of an unfortunate demise of an immediate family member. The following would fall in the aforesaid category:-

- (i) Parents.
- (ii) Real brother and/or sister.
- (iii) Legally adopted child by the parents.
- (iv) Immediate uncle and/or aunt (paternal and maternal).
- (v) Grand-parents (paternal and maternal).

(b) **Period of Leave.**

- (i) Condolence Ceremonies – Two days.
- (i) Journey. – Actual journey period by the shortest and most convenient route / mode of transportation.

(c) **Authority to Sanction Leave.** Leave will be sanctioned by the Housemaster and the Principal and Vice Principal kept informed.

12. **Study Leave.** Study leave will be given at the discretion of the Principal to students of class 10, 11 and 12 only on case to case basis.

13. Leave for 'Mundan', Special Poojas, 'Grah Pravesh', 'Anniversaries', 'Birthdays' etc will not be entertained and parents should not expect a reply / response to their requests either.

**Maj Gen KVS Lalotra (Retd)**  
**Principal**

**Distr:-** VP / Bursar / HM Jr School / All Housemaster / RMO

**Copy to:-** Principal cum Director, Mayo College Girls' School – For information please.