



Circular

14th November, 2025

To,
All Staff members,

Ref. No.: DSU/Circular/HR & Admin/2025/130

Subject: Updated Leave Rules

Regarding Sick Leave

It has been observed that some staff members are not submitting their Medical Certificates upon resuming duties after availing sick leave. All staff members are hereby instructed to submit a valid Medical Certificate on the same day of rejoining after availing Medical/Sick Leave. Failure to do so will result in the sick leave not being approved.

Further, those staff members who have returned from sick leave and have not yet submitted their medical certificate are directed to submit the same at the earliest for their sick leave to be considered.

The Reporting Head must verify the Medical Certificate for the specific period of sick leave and approve the leave in ERP only after proper verification. The original copy of the Medical Certificate must be submitted to the HR Department as early as possible for official records.

Please note:

1. Casual Leave cannot be combined with any other type of leave but it can be suffixed and prefixed with Sundays / Holidays.
2. If a Sunday or Holiday falls between availed leave (except CL and RH) it will be considered as respective leave only.

Regarding Duty Leave

All staff members proceeding on On-Duty Leave are required to obtain prior sanction of the leave before departure and submit a copy of the sanctioned letter to the HR Department for record purposes. In addition, all staff members must apply for such leave in advance through the ERP system. The Reporting Head must verify On-Duty Leave for the specific period and approve the leave in ERP only after proper verification.

Non-compliance with the above instructions may lead to the leave not being treated as On-Duty Leave.

This may be treated as most important.

Dr. Jignesh J. Patel,
Registrar
Dr. Subhash University
Junagadh

