

## Circular

To,  
All Staff members,

08<sup>th</sup> December, 2025

Ref. No.: DSU/Circular/HR & Admin/2025/149

### Subject: Guidelines for Combination of Leaves

In the Continuation of Previous Circular no. DSU/Circular/HR & Admin/2025/130 dated 14th November, 2025 shall be considered as a part of, it has been observed that there is some confusion among staff members regarding which types of leave may be availed in combination with other leave. In order to maintain uniformity in leave sanctioning, the following guidelines are hereby notified:

Leaves that *can* be combined with other leaves

The following types of leave may be combined with other eligible leaves, subject to rules and sanctioning authority approval:

(1) Casual Leave (CL) – Casual Leave cannot be combined with any other type of leave (Except RH & C-Off), but it can be suffixed and prefixed with Sundays / Holidays.

Example:

Allowed

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Day 1			RH	CL	Week OFF	CL	C-Off
Day 2	CL	C-OFF	RH				

Not Allowed

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Day 1	CL	CL	LWP	C-Off	Week OFF	CL	SL
Day 2	P	P	P	P	Week OFF	SL	CL

(2) Sick Leave (SL) – may be combined with Leave without Pay (LWP)

Allowed

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Day 1				SL	SL	SL	LWP

Not Allowed

	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
Day 1	CL	SL	C-Off		Week OFF		
Day 2	SL	SL	CL/C-Off/RH	CL			

(3) Vacation - Vacation may either be prefixed or suffixed to leave, but not be both prefixed and suffixed.

For Example:

If University declare a 10 Day vacation from 05<sup>th</sup> May, 2025 (Tuesday) to 14<sup>th</sup> May, (Thursday), Employee cannot put CL/ C-OFF/SL on 04<sup>th</sup> May, 2025 and 15<sup>th</sup> May, 2025, It will be considered all leave (including vacation) as LWP.

Employee may put CL/C-Off/SL either 04<sup>th</sup> May, 2025 or 15<sup>th</sup> May, 2025.

#### General Instructions

- Staff members are advised to submit leave applications in advance, clearly mentioning the type and combination of leave required.
- The sanctioning authority reserves the right to approve or reject any leave combination as per rules.
- Any leave applied in violation of the above guidelines will be treated as Leave without Pay (LWP).
- If an employee takes LWP on Saturday and Monday, then Sunday (the weekly off in between) will also be counted as LWP.

Please note that no half LWP/SL is permissible.

All staff are requested to take note of the above instructions and comply accordingly and kindly contact the HR Department for further information and query.



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Registrar  
Dr. Subhash University  
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