



**NICHE**  
**KANYAKUMARI**  
DEEMED-TO-BE UNIVERSITY

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**NOORUL ISLAM CENTRE  
FOR HIGHER EDUCATION**

Accredited by NAAC (Cycle - 2)

Kumaracoil, Thuckalay, Kanyakumari District, Tamil Nadu-629 180 | info@niuniv.com | +91 9486856101, 04651 250566

**Staff Format No: 4**

**APPLICATION FOR MEDICAL LEAVE**

Name :  
Employee Number :  
Designation :  
Department :  
Period of leave applied for : From..... To.....  
Reason for leave :  
Documents attached :

Signature of the Applicant

HoD's remarks / recommendations

Date:

**FOR OFFICE USE**

Previous medical leave availed From..... To.....

No. of days

Approved / Not Approved

Section Officer (E1)

**Pro Vice – Chancellor (Admin.)**



## **Guidelines for Medical Leave**

1. Medical leave should be applied by the staff member within 3 days either by himself or by his family member.
2. Advance Oral / Telephone / E-mail / SMS message can be sent to the respective Heads of the Department and Director – Administration.
3. Medical Certificate from the Registered Medical Practitioner preferably from the Government doctor should accompany the leave application.
4. While rejoining duty Fitness Certificate from the Competent Medical Officer should be attached.
5. Casual Leave or Special Leave availed can also be converted into medical leave on a later date with the due permission from the authorities.
6. Those staff members who have put in less than one year of service are not eligible to avail any medical leave and for others Tamil Nadu Government Medical Leave rules will apply.