



SUPERIOR GROUP OF COLLEGES

Leave Policy

1. Leave application form is available at the college book shop. All types of leave application must be submitted on the said prescribed format prior to the leaves only along with copy of CNIC of any one of the parents and other necessary documents.
2. Leave up to three consecutive days can be submitted to the college at the reception desk or to the class leader (Teacher In charge) directly. Acceptance or rejection of the leave application is discretion of the respective class leader (Teacher In charge).
3. For the leave of more than three days, parents shall have to personally visit the principal office for the said request.
4. In case of medical leave, provision of medical certificate from a doctor shall have to be ensured along with the leave application and CNIC of the parents. The leave application shall not be acceptable without the said certificate.
5. In case of the leave application for the wedding of the close relative, the application should also have the copy of wedding card enclosed.
6. Leave application for Umrah/Hajj/any international travelling, copies of passport, tickets and visas shall have to be produced by the parents for the acceptance of the application.
7. Short leaves can only be entertained at the presence of any one of the parents before the principal.