

**Guidelines for Medical Leave Authentication for Symbiosis students & staff:**

1. Any sickness absenteeism has to be notified by the student to Campus medical officer SCHC, on the first day of the illness by Phone, SMS, Email, Fax or in person/parent/guardian.
2. SCHC will not retrospectively authenticate any sickness absenteeism of which it has not been notified prior.
3. Campus Medical Officer is authorized to sanction medical leave for only up to 3 days of sickness absenteeism which has been notified.
4. Any sickness absenteeism beyond 3 days will have to be authenticated by Medical Superintendent, SCHC / Deputy Director SCHC.
5. No back dated medical leave will be granted to the student on any grounds what so ever.
6. SCHC (should it so deem necessary) will be the sole authority to conduct a medical audit of a sickness absenteeism.
7. Sickness absenteeism will only be medically authenticated by SCHC.