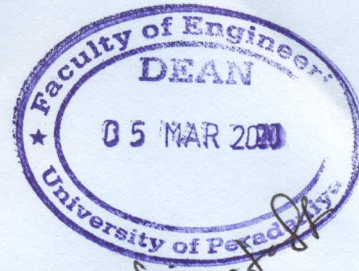


Chief Medical Officer
Health Center
University of Peradeniya
04-03-2020



TO NB, FEELS
to all staff
06/03/2020

All Deans of the Faculties
Director - PGIA
Director - PGIS
Director - PGIHS
Director - CDCE

Dear Sir / Madam,

MEDICAL LEAVE PROCEDURES FOR STUDENTS

It was observed that students are not fully aware of the Medical Leave procedures of the University. Administrators as well as students are facing various difficulties due to inappropriate submission of Medical Certificates.

Therefore, I am sending a summary of the Medical Leave procedure which has been **approved by the Senate** and is **being practiced** in the University..

I request you to display this message on the notice board or to use other mode of communication to disseminate this information among the students.

Thank You,

.....
Dr. P. M. A. Samarakkody
CHIEF MEDICAL OFFICER

Chief Medical Officer
Health Center
University of Peradeniya
Peradeniya

Copy - Deputy Vice Chancellor (For Your Information)

NOTICE

TO NB
G
06/03/2020

MEDICAL LEAVE PROCEDURES FOR UNDERGRADUATE, POST GRADUATE AND EXTERNAL DEGREE PROGRAM STUDENTS

(Please pay your attention for this document as some students are not fully aware of the University medical leave procedure for students)

If a student is absent for course work or examination on medical reasons, it is essential to follow the following procedures.

- Following medical certificates **are acceptable** for **course work absence** on medical grounds,
 1. Proper medical certificate from any registered medical practitioner - up to 14 days only.
 2. Medical Certificate issued by University Medical Officer - up to 14 days only.
 3. If the absent duration is more than 14 days, it must be a Government Medical Certificate or Medical Certificate from a medical Consultant.
 4. Medical Certificate must be forwarded to AR/SAR/DR/ within 02 week's time and cannot be backdated without a valid reason.

- Following medical certificates **are acceptable** for **examination/quiz absence**,
 1. Government Medical Certificate.
 2. Medical Certificate from a medical Consultant.
 3. If the student was admitted to an Ayurveda Hospital, the medical certificate from the same Ayurveda Hospital is accepted – Admission dates must be mentioned.
 4. If the student is admitted to a Private Hospital the medical certificate accepted. – Admission dates, Consultant stamp and signature of the issuing medical officer must be mentioned.
 5. If the student (Undergraduate) is sick and unable to sit for an examination, the student must be admitted to the Health Centre before the examination commences and his/her medical leave will be reported to the respective Dean on formal request.
 6. If the student is sick on the day of the exam and coming from outside the university, he/she must report the sickness to the nearest government hospital.

- Medical leave exceeding more than 03 months will be forwarded to the University Medical Board for a **recommendation**.

CHIEF MEDICAL OFFICER / HEALTH CENTRE