

**Chulalongkorn University Rules
On University Employee's Leave of Absence
B.E. 2562 (2019)**

As it is deemed appropriate to issue Chulalongkorn University rules on the university employee's leave of absence,

By virtue of the second clause in Article 78 and Articles 8 and 10 (6) of Chulalongkorn University Regulations on Personnel Management B.E. 2557 (2014), the President as approved by the University Council's Policy Committee for Personnel Management at its 3/2562 meeting on 6th August B.E. 2562 (2019) has resolved to issue the rules as follows:

Article 1: These rules shall be called the "Chulalongkorn University Rules on University Employee's Leave of Absence B.E. 2562 (2019)".

Article 2: These rules shall be effective from the first day of the fiscal year B.E. 2563 (2020) onwards.

Article 3: The following rules shall be repealed:

(1) Chulalongkorn University Rules on University Employee's Leave of Absence B.E. 2551 (2008);

(2) Chulalongkorn University Rules on University Employee's Leave of Absence (No.2) B.E. 2555 (2012).

All other rules, announcements, and orders subsumed in the aforementioned rules or which either contradict or conflict with these rules shall be replaced by these rules.

Article 4: In these rules,

"Policy Committee for Personnel Management" means the Policy Committee for Personnel Management, Chulalongkorn University Council;

"Chief of work section" means a president, a dean, a director of an institute, or a director of an office equivalent to a work section;

"Business day" means a university employee's workday;

"Half a business day" means a period of four consecutive working hours before or after noontime on a business day;

Article 5: The President shall be in charge of these rules.

Any issue concerning the execution of these rules shall be forwarded to the Policy Committee for Personnel Management for its consideration and final decision.

Chapter 1

General Provisions

Article 6: The leave day entitlement in these rules shall be calculated on a fiscal year basis. In the event that any university employee has not worked for a full year, his or her leave day entitlement shall be reduced in proportion to the actual workdays.

Article 7: The chief of each work section or a deputy chief of the work section assigned by the chief shall be authorized to approve the relevant university employees' leave requests.

As stipulated in the Chulalongkorn University Regulations on Deputation and Authorization, the President can authorize an individual to approve any university employee's leave request.

The university employee is required to request his or her leave in the official form and within the time period set by the university for each type of leave of absence, and can only take leave after approval.

In the event that the university employee cannot use the specified leave request form, he or she shall submit the request in another form, the contents of which may not be as complete, or request the leave by any other means, and then submit the official leave request form immediately upon work resumption.

As stipulated by Article 10, in the context of urgent necessity where the university employee cannot submit the leave request form within the specified time or cannot wait for its approval, he or she shall submit the leave request form to the second immediate supervisor for approval, and can only take leave after approval. The university employee shall then submit the official leave request form along with details of the said urgent necessity to the immediate supervisor immediately upon work resumption. If the chief of the work section approves the request, then this shall be deemed as an authorized leave.

Approval of any leave request for the day(s) immediately preceding or following any public holiday, traditional holiday, or another type of holiday next to a weekend or for the day(s) in between public holidays, traditional holidays, or other types of holidays and a weekend shall be at the discretion and responsibility of the chief of work section.

Article 8: In the event that any university employee's leave request has been approved and he or she now wishes to cancel the leave days not yet taken, a request for leave cancellation shall be submitted to the chief of his or her work section. Only the leave days taken shall then be counted.

In the event that any university employee's leave request has been approved and he or she now wishes to change its dates, a request for leave adjustment shall be submitted to the chief of his or her work section. Only the leave days taken shall then be counted.

Article 9: In the event that any university employee requests more leave days for any type of leave than his or her entitlement as per these rules and the request is approved as a special case by the chief of work section, the university employee shall have his or her salary deducted for the extra days whereas this shall not be deemed as unauthorized absence.

Article 10: Any university employee's work absence without a justifiable cause, work absence without approval or work absence not in compliance with these rules shall be deemed as an unauthorized absence for which the university employee shall not be paid any salary. As an exception, in the event that there is a justifiable cause for the absence or that it is approved by the supervisor as a special case then it shall be deemed as a leave as per these rules and not as an unauthorized absence; nevertheless, the university employee shall not be paid any salary during the leave.

In the event that any university employee cannot be present at the workplace due to any special circumstance that affects the general public in that vicinity or a particular incident that only affects the university employee, and that is not caused by his or her negligence or misconduct and that is serious to the extent that he or she cannot come to the workplace, the university employee shall report to the immediate supervisor the incident and any obstacle that prevents him or her from coming to the workplace. If the supervisor perceives that it is the actual cause for the University employee's absence, an order shall be issued stating that this is not deemed as an unauthorized absence and not counted as leave day(s).

Article 11: Day(s) of absence resulting from work-related injury or illness shall not be counted as leave days according to these rules.

Chapter 2

Rights and Criteria for Leave of Absence

Section 1

Personal Leave

Article 12: Any university employee is entitled to personal leave for essential personal matters totaling no more than 10 business days per year and a regular salary during the leave. Each personal leave shall be for at least half a business day.

Article 13: The university employee shall submit an official leave request form to his or her immediate supervisor at the latest three business days in advance, and can only take leave after approval.

The approval of personal leave is at the discretion of the chief of work section taking into consideration its necessity and the university employee's personal matters.

Section 2

Vacation Leave

Article 14: Any university employee who has worked at the university for an uninterrupted period of at least a year, either on a probationary period or an employment contract, is entitled to vacation leave totaling no more than 10 business days per year and a regular salary during the leave.

Each vacation leave shall be for at least a business day.

Any untaken vacation leave days in any given year stipulated in the first clause can be accrued and combined with the vacation leave entitlement of the following year(s). The total vacation leave day entitlement shall not exceed 20 business days, except for any university employee holding the title of Professor, who can accrue up to 30 business days of vacation leave entitlement.

Article 15: The university employee shall submit an official leave request form to his or her immediate supervisor at the latest three business days in advance, and can only take leave after receiving approval.

University academic employees should avoid taking their vacation leaves during any semester in which they have teaching assignments, as well as during any midterm or final examinations.

Article 16: During the vacation leave, the chief of the work section is authorized to call the university employee back to work before the end of the approved leave period if it is deemed necessary and for the benefit of the work section.

Article 17: In the event of the employee's contract termination except for the circumstances in which the university is not required to provide a severance pay as per Article 95 of the Chulalongkorn University Regulations on Personnel Management, the university shall pay the university employee the salary for the entitled vacation leave days as well as the accrued vacation leave days as per Article 14.

Section 3 Sick Leave

Article 18: Any university employee is entitled to sick leave when he or she is genuinely sick, totaling no more than 30 business days per year, with a regular salary during the leave.

Article 19: The university employee shall submit an official sick leave request form to his or her supervisor within the day of leave. In the event that the form cannot be submitted on that day, the supervisor shall be notified either by the university employee or his or her family member at the first possible opportunity within the first day of leave. The university employee shall then submit the official sick leave request form to the supervisor on the first day of work resumption.

In the event that the sick leave is more than 3 consecutive days, the university employee must present a medical certification signed by a medical doctor who holds a medical license along with the sick leave request form.

Article 20: In the event that in any given year the university employee has taken a total of more than 30 but fewer than 60 business days of sick leave, he or she shall only earn 50 percent of the regular salary for the extra 30 business days of sick leave. The case shall be forwarded to the chief of the work section for approval.

In the event that after these 60 business days the university employee needs to take additional sick leave, the chief of the work section shall be authorized to either approve the leave extension whereas the university employee shall not earn the regular salary, or terminate his or

her employment contract with a severance pay as per the Chulalongkorn University Regulations on Personnel Management.

Section 4

Sterilization Leave

Article 21: Any university employee is entitled to sterilization leave and post-sterilization leave for a period determined and certified in writing by a medical doctor who holds a medical license, and to receive a regular salary during the leave.

Article 22: The university employee shall submit an official form for sterilization and post-sterilization leave request to his or her supervisor at the latest three business days in advance, and can only take leave after approval. A medical certificate signed by the medical doctor who holds a medical license shall then be submitted to the supervisor within three business days after work resumption.

Section 5

Maternity Leave

Article 23: Either pre- or post-delivery, any expecting female university employee is entitled to her maternity leave not exceeding 98 days, holidays included, during no more than 45 days of which she shall be earning a regular salary. The maternity leave shall not be deemed as sick leave. Any leave for prenatal check-up visits shall also be included in the maternity leave entitlement.

Article 24: The university employee shall submit an official form for maternity leave request to her supervisor at the latest three business days in advance and can only take leave after approval. A medical certificate signed by her medical doctor who holds a medical license shall then be submitted to the supervisor within 15 business days after childbirth.

In the context of emergency childbirth, where an official leave request form cannot be submitted in advance, the university employee or her family member shall notify the supervisor at the earliest possible opportunity and then submit her official maternity leave request form accompanied by a medical certificate signed by her medical doctor who holds a medical license to the supervisor within 15 business days after childbirth.

Article 25: After having taken the maternity leave for the maximum entitlement as per Article 24, the university employee may request an extended maternity leave not exceeding 90 days from the last day of the first leave in Article 24 without earning a regular salary. Another official leave request form shall be submitted to the supervisor at the latest one month prior to the beginning of the extension leave.

Section 6

Paternity and Postpartum Care Leave

Article 26: When the university employee's spouse delivers a child, he is entitled to paternity and postpartum care leave not exceeding 15 days, holidays included, and a regular salary during the leave.

The paternity and postpartum care leave in the first clause also includes the leave for prenatal check-up visits assistance.

Article 27: For the leave in Article 26, the university employee shall submit an official leave request form to his or her supervisor at the latest three business days in advance and can only take leave after receiving approval.

After childbirth, the university employee shall submit a medical certificate signed by his spouse's medical doctor, who holds a medical license, and a copy of his child's birth certificate to the supervisor within three business days after childbirth.

In the context of an emergency childbirth where the official leave request form cannot be submitted in advance, the university employee shall notify his supervisor at the earliest possible opportunity and then submit his official leave request form accompanied by a medical certificate signed by his spouse's medical doctor who holds a medical license to the supervisor within three business days after childbirth.

Section 7

Buddhist Monkhood Leave, Buddhist Nunhood Leave, and Hajj Pilgrimage Leave

Article 28: Any male university employee is entitled to a Buddhist monkhood leave not exceeding one Buddhist Lent period in addition to pre- and post-Lent leaves totaling no more than 21 days.

If the ordination is outside the Lent period, the leave shall not exceed 30 days, holidays included.

Article 29: Any female university employee is entitled to a Buddhist nunhood leave to observe religious precepts and cultivate the Dhamma at a Dhamma retreat center certified by the National Office of Buddhism for a period not exceeding 30 days, holidays included.

Article 30: Any Muslim university employee is entitled to a Hajj pilgrimage leave to travel to Mecca, Saudi Arabia for a period not exceeding 30 days, holidays included.

Article 31: The university employee who wishes to request leave in Article 28, 29, or 30 shall submit an official leave request form to his or her supervisor before his Buddhist monk ordination date, her Buddhist nun ordination date, or their departure date for the Hajj pilgrimage respectively at the latest 30 days in advance. In the event that an official leave request cannot be submitted within the specified time, the university employee shall elaborate on the rationale and necessity of the leave and the request shall then be at the discretion of the chief of his or her work section who can either approve or disapprove it.

After the leave approval, his Buddhist monk ordination, her Buddhist nun ordination or their travel for the Hajj pilgrimage shall take place within 10 days after the starting date of the leave. The university employee shall then report back to work within five days after their disrobing or arrival in Thailand.

After work resumption, the university employee shall submit his Buddhist monk certificate, her Buddhist nun certificate, or their copy of relevant travel documents accordingly.

After the leave approval, in the event that an obstacle has prevented his Buddhist monk ordination, her Buddhist nun ordination, or their travel for the Hajj pilgrimage, the university employee shall report back to work and cancel the leave request. Only the used leave days shall then be counted as personal leave days.

Article 32: The university employee who wishes to request a leave in Article 28, 29, or 30 shall have been working at the university for an uninterrupted period of at least three years and can request only one of these leaves once during the entire period of university employment and earn a regular salary during the leave.

Section 8

Military Training or Service Leave

Article 33: The university employee is entitled to take a leave for military inspection, drilling, or readiness testing in accordance with the Military Service Act, or a leave for military conscription, but not including a leave to attend a commissioned officer decoration ceremony. The university employee on military training or service leave shall earn a regular salary for no more than 60 days during the leave.

The university employee who wishes to request the leave in the first clause shall submit the official leave request form along with the official summon letter to his supervisor upon receipt.

Section 9

Academic Enhancement Leave

Article 34: The university employee's academic enhancement leave shall be in accordance with the university rules on the matter.

Section 10

Study, Training, Study Trip, or Research Trip Leave

Article 35: The university employee's academic study, training, study trip or research trip leave shall be in accordance with the university rules on the matter.

Transitory Provisions

Article 36: University employees whose leave requests have been approved by virtue of the Chulalongkorn University Rules on University Employee's Leave of Absence B.E. 2551 (2008) and its revisions before the effective date of these rules shall take these previously approved leaves. The number of these leave days shall be counted as part of the leave days entitlement as per these rules.

Article 37: Any university employee who changed his or her employment status from that of civil servant or university worker and already took his Buddhist monkhood leave, her Buddhist nunhood leave, or their Hajj pilgrimage leave before the change, are not entitled to the Buddhist monkhood leave, Buddhist nunhood leave, and Hajj pilgrimage leave stipulated in these rules.

Announced on 17th December B.E. 2562 (2019),

(Signed)

(Professor Bundhit Eua-arporn, Ph.D.)

President