

NOTES ON LEAVE MATTERS FOR RESEARCH SCHOLARS

Apply for **PAID** RS Leave via

myEduRec: Academics > Graduate Research > Apply for Leave (for RS Only)

RESEARCH SCHOLAR (RS) LEAVE

- For RS who are receiving scholarships with stipends.
 - *pro-rated based on scholarship start/end dates.*
 - *no extra leave granted for scholarship extension.*
 - *leave not allowed during scholarship suspension.*
 - *excess leave taken will be deducted from stipend.*
- 21 working days per calendar year for the duration of scholarship.
 - *no half-day leave application.*
 - *exclude Sat, Sun and public holidays.*
 - *unconsumed leave cannot be carried over.*
- Applications are auto approved, but Thesis Advisors may request scholars to cancel or postpone their leave due to service exigencies.
- RS leave must be used before the scholarship end or termination date, as it cannot be converted to stipend.
- RS leave will be adjusted accordingly for any transfer of candidature (from Master's to PhD and vice versa).

! IMPORTANT notes:

- Research scholar who has exhausted all the 21 days of paid RS leave, or who requires additional leave beyond the other types of RS leave entitlement, must apply for **UNPAID** leave via the LOA page in [myEduRec](#). [[Academics](#) > [Academic Records](#) > [Apply for Leave of Absence](#)]
- All **UNPAID** leave is inclusive of Sat, Sun and public holidays.
- Research scholars do not have to apply online for a long-term LOA for faculty-approved field trips/ internship/ research attachments that are related to their research work.

(Note: Research scholars must purchase travel insurance for own personal leisure trips.)

OTHER TYPES OF RS LEAVE



MATERNITY LEAVE-----

- For female research scholars, who have completed at least one semester.
- Up to 16 weeks per childbirth.
 - *to be taken as a single continuous block.*
 - *can start 4 weeks before or from date of confinement (i.e. childbirth).*
 - *includes Sat, Sun and public holidays.*
- Eligible for one semester of tuition fee waiver after expiry of scholarship, subject to approval.
- Supporting document:
 - *copy of child's birth certificate*



PATERNITY LEAVE-----

- For male research scholars, who have completed at least one semester.
- Up to 10 days per childbirth.
 - *to be taken as a single continuous block within 6 months from date of confinement (i.e. childbirth)*
- Supporting document:
 - *copy of child's birth certificate*

----- MEDICAL LEAVE -----



- Up to 30 days of outpatient sick leave per calendar year.
- Up to 60 days per calendar (including the 30 days of outpatient sick leave) if hospitalization is required.
- Supporting document:
 - *copy of valid medical/ hospitalisation certificate*



COMPASSIONATE LEAVE -----

- Up to 5 working days per demise of an immediate family member (including spouse, child, parent, grandparent, sibling, parent-in-law and son/daughter-in-law).
- May be taken at any time, for up to 5 consecutive working days within one month from the date of bereavement.
- Supporting document:
 - *copy of death certificate*



-----RESERVIST LEAVE

- Subject to approval from Faculty/School.
- Those serving the remaining period of their National Service (NS) liability period are not eligible for paid leave.
- Supporting document:
 - *copy of eSAF 100 from the OneNS Portal*