



Rajapruk University Announcement
Regarding Leave Guidelines, Procedures, and Remuneration Payments
for University Personnel, B.E. 2567 (A.D. 2024)

In order to ensure that leave requests by Rajapruk University personnel are processed smoothly, efficiently, and in accordance with operational requirements, it is deemed necessary to establish guidelines for leave applications, procedures, and remuneration payments during leave. Pursuant to the Rajapruk University Regulations on Human Resource Management, B.E. 2557 (A.D. 2014), the following guidelines on leave applications, procedures, and remuneration payments during leave are hereby promulgated.

Section 1 This announcement shall be known as the "Rajapruk University Announcement Regarding Leave Guidelines, Procedures, and Remuneration payments".

Section 2 This announcement shall come into effect on 1 June B.E. 2567 (A.D. 2024).

Section 3 For the purposes of this announcement:

"University" means Rajapruk University.

"Personnel" means administrators, faculty, staff, and employees of the university.

Section 4 For any leave, personnel must submit a written leave request to their immediate supervisor for consideration before forwarding it to the President for approval, except in cases of sudden illness, in which case the personnel must notify the university. University personnel may take leave according to the types of leave specified in this announcement, as follows:

(1) **Casual Leave:** Personnel may take up to ten working days of casual leave per year. Leave requests must be submitted in advance. Leave is only permitted after authorization. The President may approve additional casual leave as deemed appropriate, provided it does not adversely affect university work.

(2) **Sick Leave:** Personnel seeking sick leave must submit a leave request on the first day of absence, unless circumstances necessitate submission on the first day of return to work. If personnel is sick for three consecutive working days, they must present a first-class medical certificate to the university. If sick leave exceeds thirty working days, and the personnel is still unable to work, they may continue on sick leave without pay.

(3) **Maternity Leave:** Female personnel wishing to take maternity leave must submit a leave request before or within three days after childbirth. Pregnant women are entitled to maternity leave before and after childbirth for a total of no more than ninety days, with full pay for up to forty-five days.

In the case of female personnel who is pregnant or has had a miscarriage, if she presents a first-class medical certificate stating that she is unable to continue performing her current duties, she shall have the right to request that the university temporarily reassign her to a different position. The university shall then assign the employee to a suitable position.

(4) **Paternity Leave:** Male personnel is entitled to leave up to three consecutive working days of paternity leave to assist his wife following the birth of their child, once per childbirth. The personnel will be paid for this leave and must submit a leave request along with supporting documents before or on the day of leave, starting from the date of the child's birth.

(5) **Sterilization Leave:** Personnel may take leave for sterilization for the period specified by a first-class medical practitioner, supported by a medical certificate. The personnel must notify the university president in advance for approval, provided that it does not adversely affect university work.

(6) **Ordination or Hajj Leave:** Personnel who wishes to become a Buddhist monk or who is a Muslim and wishes to perform Hajj in Mecca, Saudi Arabia, must submit a leave request at least ninety days prior to the ordination or departure date for Hajj. The personnel must have been employed continuously for at least three years and is entitled to this leave only once. Ordination leave cannot exceed one hundred and twenty days. If the university cannot find a suitable replacement, the university may defer the leave until the following year.

(7) **Military Service Leave:** Personnel may take leave for military conscription, inspection, military training, or readiness assessment for a period of up to sixty days.

(8) **Annual Leave:** The university grants annual leave to employees who have completed one year of service.

Non-academic staff are entitled to eight working days of annual leave per year, with the specific dates to be determined by the university in advance or by mutual agreement between the university and the personnel.

Academic staff are entitled to ten working days of annual leave during the academic break, with the specific dates to be determined by the university in advance or by mutual agreement between the university and the personnel.

(9) **Sabbatical leave:** Leave for training or skill development may be granted according to university guidelines.

Note that the University may terminate personnel's employment without compensation if they are absent from work without a valid reason for three consecutive business days, regardless of whether there are holidays in between.

Section 5 Leave days shall be counted according to the evaluation period, and one year shall be calculated.

Section 6 The approval of leave of various types under this announcement shall be the authority of the President. The President may delegate this authority. For any leave not specified in this announcement, the authority shall be at the discretion of the President.

Section 7 In the event of any dispute regarding the implementation of this announcement or any matter not specified herein, the authority to adjudicate or issue orders shall rest with the President, and such adjudication or order shall be final.

Issued on 1 June B.E. 2567 (A.D. 2024)

Dr. Anawut Choosup
President, Rajapruk University