

MEDICAL LEAVES

PROCESS FOR REQUESTING A MEDICAL LEAVE

The application must be submitted through the DAD application, from the "Processes" tab, section "Programme leaves"

Programme leaves

You have no leaves registered in the programme.

Request leave

Once the process has begun, you must select the leave you wish to request (temporary or medical)

Request for withdrawal from the programme

Select the type of leave you wish to request (temporary or medical)

Type of leave

Select the type of leave

Temporary leave

Medical leave

Once the medical leave is selected, you must indicate the start date and the estimated return date, as well as attach the corresponding medical report or, alternatively, a medical certificate.

In any case, the document to be uploaded to the application should **not include the diagnosis of the illness**. Therefore, if submitting the medical leave report, the version intended for the company should be provided.

Request for withdrawal from the programme

Select the type of leave you wish to request (temporary or medical)

Type of leave

Medical leave

Start date

Start date

Estimated discharge date

Estimated discharge date

Please indicate the estimated date of the end of the medical leave. Once this date is reached, you must attach the discharge documentation or, if applicable, the renewal of the medical leave.

Justification

Drag the files here

Select

Please attach the documentation that supports the reason for the leave.

Send

Once the process is completed, if the application is approved by the Escuela de Doctorado service, the medical leave will be registered in the DAD application.

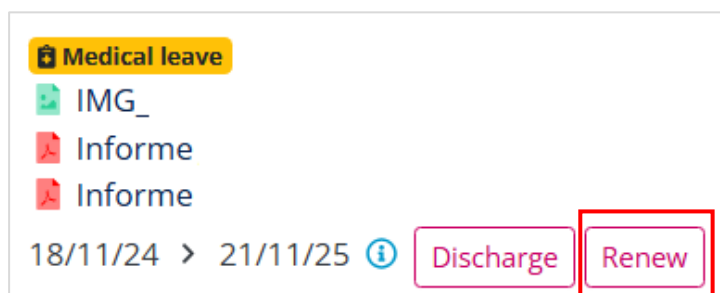
The approval of the medical leave will be communicated to the doctoral student, their tutor, supervisor, and the coordinator of their doctoral program.

RENEWAL OF MEDICAL LEAVE

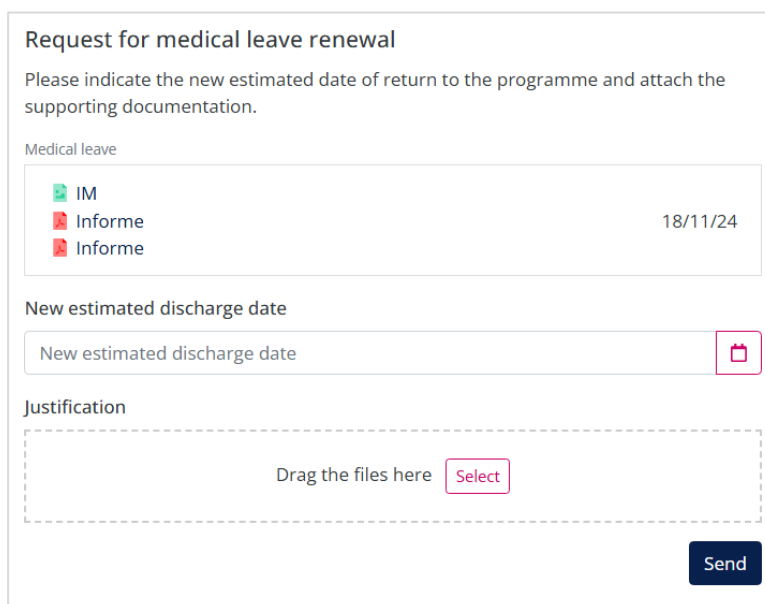
Once the estimated return-to-work date is reached, the application will request the renewal of the medical leave. If no extension document for the leave is available, a medical discharge must be requested, and the corresponding document must be uploaded.

The application will grant one week to request the renewal of the leave. If no renewal request is submitted within this period, the system will automatically apply the medical discharge.

The renewal request for medical leave must be made from the "Processes" tab, under the "Programme leaves" section.



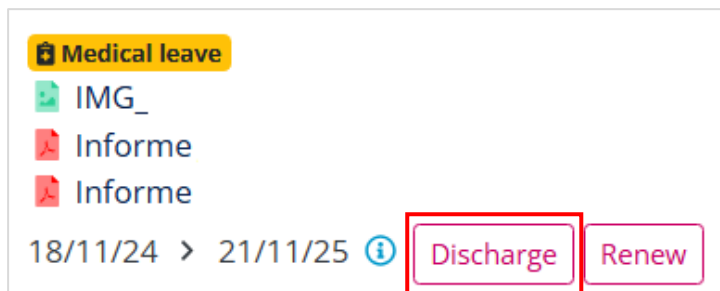
When requesting the renewal, the new estimated return-to-work date must be provided, along with the corresponding medical leave document.



Once the process is completed, if the request is approved by the Escuela de Doctorado service, the renewal of the medical leave will be registered in the DAD application.

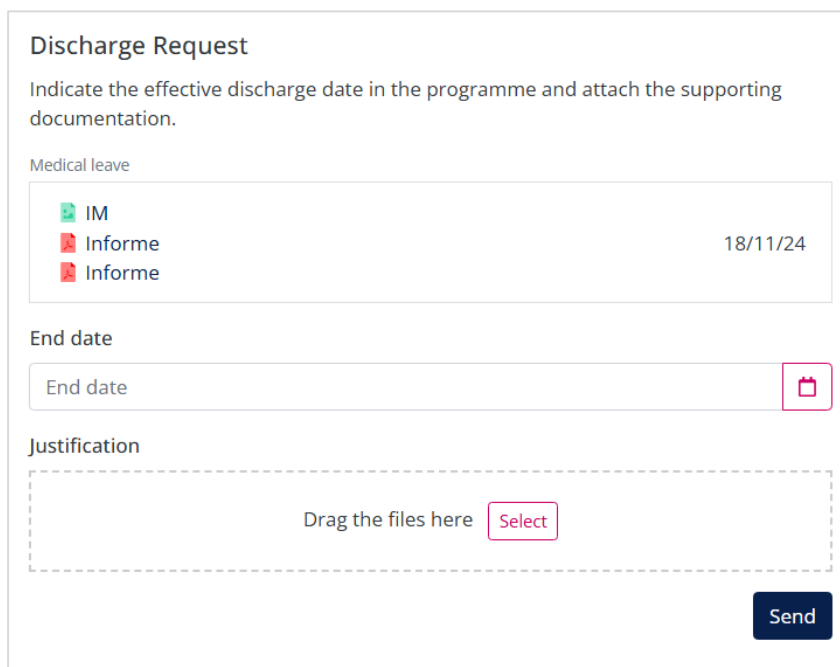
REQUEST FOR MEDICAL DISCHARGE

Doctoral students on medical leave may request their discharge through the DAD application, under the "Processes" tab, in the "Programme leaves" section.



Once the process has started, the request form must be completed, indicating the end date of the leave. Additionally, the medical discharge certificate or, if unavailable, the corresponding medical report or certificate must be attached.

In any case, the document uploaded to the application must not include the diagnosis of the illness. Therefore, if the discharge certificate is provided, the version intended for the company should be submitted.



Upon the completion of the discharge request, the application will recalculate the deadline for the submission of the doctoral thesis.