

REQUEST FOR LEAVE OF ABSENCE

<u>Name:</u>
<u>Division:</u>
<u>Date:</u>
<u>Reason for Leave:</u>
<u>Type of Leave:</u> <input type="checkbox"/> unpaid leave (default option) <input type="checkbox"/> paid leave, see overleaf for further information <input type="checkbox"/> please justify any special circumstances:
<u>Duration:</u> from: till: total number of days of absence (workdays):
<u>Employee's signature:</u>
<u>Head's Approval:</u>
<u>HR department:</u> <input type="checkbox"/> this leave is unpaid (default option) <input type="checkbox"/> this leave is paid; number of days paid: comment: signature HR:

Guidelines:

*Please fill out this form and attach any written evidence you have.
Please send this form to the Head of School two weeks in advance except for reasons outside your control.*

Excerpt from the “Staff Handbook”:

Occasional paid absences per year

Employees have the right to absent themselves from work, while maintaining their normal remuneration, on the following occasions:

<u>Occasion</u>	<u>Days of absence allowed</u>
Legal entitlement	
Marriage of the employee	3 consecutive workdays (or two non-consecutive work days of the employee’s designation) during the week of the event or the week following the event.
Marriage of a child, brother, brother-in-law, half-brother, sister, half-sister, sister-in-law, father, mother, father-in-law, mother-in-law, grandchildren of the employee.	The day of the ceremony plus necessary approved travel time
Birth of a child to the employee	10 days chosen by the employee within the first 30 calendar days following the birth. The first three days are paid by the employer, the 7 other days are under the purview of the sickness fund in certain circumstances.
Death or serious, life-threatening illness of husband/partner, wife/partner, child, father, mother, brother, or sister, father-in-law, mother-in-law, of the employee.	Maximum of 3 working days in total for serious illness or death even when taken in separate occasion.
Death or serious, life-threatening illness of brother-in-law, sister-in-law, grandfather, grandmother of the employee. Grandchild, son-in-law, daughter-in-law living with the employee.	Maximum of 2 working days in total for serious illness or death even when taken in separate occasion.
Religious communions, confirmations, or religious equivalent of a child.	One working day
Ordination or entry into a monastery by a child, brother, brother-in-law, sister, sister-in-law of the employee.	The day of the ceremony
Participation by child in a festival for " <i>Jeunesse-Laïque</i> "	The day of the ceremony
Military obligation other than regular service or participation in reserves, for example; physical exam.	The time necessary with a maximum of three days
Participation as a witness or jury member in a court of justice	The time necessary with a maximum of 5 days
Participation as a national, provincial or municipal polling station attendant	The time necessary with a maximum of 5 days
Family Council	Maximum 1 working day
School entitlement	
Job search - Interview	<ol style="list-style-type: none"> Assuming a teacher has delivered notice to the proper personnel, the school authorises the following paid absences in order to participate in job interviews: <ul style="list-style-type: none"> The day(s) of the interview Necessary travel time With a maximum of 5 paid days for example 3 days for a recruitment seminar and 2 days of travel The same applies if the school is unable to guarantee definitive employment In the case where a teacher wishes to attend job interviews in order to explore the possibility of employment, the school authorises these same absences as described above, but these absences are non-paid.
School or university enrolment or graduation of a child	The day of the event plus necessary approved travel time.
Significant family birthdays (21 st , 50 th , 60 th , 80 th)	The day of celebration
Sick children or direct family member	Max. 2 days per year.
Moving day	One day per year
Unexpected damage to home e.g. flood and need to stay home for repairs	Maximum 2 days

