

Absence Policy

Introduction

Absence of a teacher affects the learning process of students and it is expected that the teacher is present every day.

Aim

- To improve teachers attendance and teaching and learning
- To provide continuity of learning and care

Procedure

Any absence must be accompanied by a completed form before a planned absence or on the 1st day of return after an unplanned absence.

Leave

Annual leave as per Ministry of Education calendar

- Academic Staff – 60 Days
- No Academic Staff – 45 Days
- Support Staff – 30 Days

Winter Break

- Academic – 15 Days
- Non Academic Staff – 15 Days
- Support Staff – 10 Days

Spring Break

- Academic- 15 Days
- Non Academic Staff – 15 Days
- Support Staff – 7 Days

Emergency Leave - (Death of a close family member, hospitalisation or Car accident)

6 days per year after completion of Probationary Period of 6 Months. Not more than 2 days at one time. Must be accompanied by supporting evidence.

Sick Leave

Unpaid Sick Leave during Probationary Period of 6 Months

After completion of Probationary Period

- 1 to 15 days - Full Paid
- 16 to 45 days - Half Paid
- 46 Plus Days - Unpaid

Haj Leave

30 Days once in service period

Total working hours per day for Admin and Academic staff (8 hours) and (9 hours) support staff or unless directed by the Principal.

