

**TIME OFF REQUEST**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

Please make a copy for your personal files. Submit the original to the Division Coordinator and Principal.

All leaves must be accompanied with the necessary documentation.

**OTHER LEAVES BESIDES THE ONES NOTED BELOW:**

<b>From</b>	<b>to</b>	<b>inclusive</b>
<b>Reason for leave</b>		

**SICK LEAVE**

<b>From</b>	<b>to</b>	<b>inclusive</b>

**BEREAVEMENT LEAVE**

<b>From</b>	<b>to</b>	<b>inclusive</b>

**COURT, LEAVE OF ABSENCE, EDUCATIONAL, MATERNITY**

<b>From</b>	<b>to</b>	<b>inclusive</b>

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LEAVE DESCRIPTION REPORT**

**TEACHER/EMPLOYEE (S) NAME:** \_\_\_\_\_

**POST:** \_\_\_\_\_

Month	General Leave		Compensation Leave (Saturday-Public Holiday)			Leave Taken in a Month		Remaining Leave		
	Annually 12 days	Sick 6 days	Leave Collected	Arranged	Remain ing	Annual	Sick	Annual	Sick	Compen sation
April										
May										
Jun										
July										
Aug										
Sept										
Oct										
Nov										
Dec										
Jan										
Feb										
Mar										



## **LEAVES**

### **POLICY:**

Ullens School follows the educational law concerning annual leave. Accurate record keeping of teacher's/employee's leaves assures clarity in the types of leaves available to all employees as well as keeping all employees current of leave record and status.

### **PROCEDURES:**

In order to ensure fairness and equality amongst Ullens School teachers/employees, certain understandings and procedures are clarified below.

#### **A Leave is Not Teacher's/Employee's Right:**

- Leaves should not be considered a right. Leaves are permitted with the intent of assisting teacher/employee during difficult times thereby helping them to accomplish their duties and responsibilities. Sick leave, bereave rant leave, maternity leave and other types of leaves should not be misused.

#### **Leave Record Keeping Procedure:**

- It is the responsibility of the teacher/employee to submit all leave request in written form within a timely manner so that the leave can be duly approved as requested.
- It is the responsibility of the Principal and the Main Office to keep record of all leaves taken by teachers/employee(s).
- An annual Leave Report is prepared by the Principal and Main Office. A summary of the leaves taken by each teacher/employee is recorded by the Main Office. On each employee's Annual Summary Report, FORM – P.1.01.03 a record of both sick and leave days not taken is indicated. Each teacher/employee receives a copy of their Annual Summary Report and one copy is inserted into their personnel file.
- The teacher/employee(s) send by Ullens School for training is not considered a leave. See POLICY – P.4.02 which explains training and development.

#### **Leave Request:**

- A teacher/employee who is taking any category of leave must fill out the Time Request Form [ P.9.01.01] and hand it to the Principal who in turn will confirm the leave request. The If this procedure is not followed then the leave falls under the general leave of absence without pay.
- Verbal leave requests are not granted except in cases of dire emergencies. A teacher/employee may contact the Principal/Vice Principal by telephone to inform them of their particular urgent circumstances.

- In case of any type of emergency where the teacher/employee cannot request beforehand permission for a leave, the teacher/employee fills out the Time Request Form upon his/her return to work. The reasons given need to be suitable for the request to be approved by the Principal.
- The request for leaves that are more than one day need to be made one week prior to the date of the leave so that proper arrangements can be made for class coverage.

**ANNUAL LEAVES**

**POLICY:**

Ullens School follows the educational law concerning annual leave.

**PROCEDURE:**

- Annual leave is one category of leaves. Section Nine clarifies the different types of leaves which a teacher/employee could take.
- The annual holiday of \_\_\_\_\_ days can be taken by a teacher/employee for personal reasons **or for important work**. Teacher/employee may either take one day or a half day of their annual holiday.
- In the case where annual leave days have not been taken by the teacher/employee, then the teacher/employee at the end of the school year receives monies equal to the number of days not taken after a thirty day [30] wait period.

**SICK LEAVE****POLICY:**

To ensure the efficient delivery of educational services to students, every employee is responsible for attending work on a regular basis. An employee may take paid sick leave during a period of sickness, injury, or mental stress subject to the conditions below.

**CONDITIONS:**

- All will accrue sick leave at the rate of \_\_\_\_\_ working day per month of employment to a maximum of \_\_\_\_\_ working days per year.
- Maximum sick leave accrued is \_\_\_\_\_ days regardless of the number of years worked by an employee.
- Half day sick leaves are also considered as part of the number of sick days an employee is allowed.
- A medical letter is required if absence is greater than \_\_\_\_\_ **consecutive** days.
- Accrued sick leave credits are not transferable for any other purpose not included in this policy.
- Accrued sick leave is never given in monetary value at any time during the employee's employment or at the end of employment.
- Sick leave will not be accrued during sick leave.
- When a child or family member of an employee is ill and there is **no reasonable alternative** to the employee caring for them, the employee may, after notifying the Principal/Vice-Principal[s] take paid leave which will be considered sick leave for the employee.
- In the absence of an employee on sick leave, a replacement may be employed at the discretion of the Principal/Vice-Principal[s].

**PROCEDURE:**

- Employees shall inform the Principal/Vice-Principal[s] and the Main Office as soon as possible of his/her inability to report to work because of injury or illness. The employee shall make every reasonable effort to inform the Principal/Vice-Principal[s] of the return to work in advance of that date.
- Calculation for sick leave will be based on the employee's number of hours in the work week.
- The following is a schedule of work hours number of days sick leave;
  - Regular Full Time \_\_\_\_\_ days annually
  - Regular Part Time \_\_\_\_\_ prorated according the number of weekly hours. For example \_\_\_\_\_ hours of a \_\_\_\_\_hour work week equals \_\_\_\_% of \_\_\_\_\_ days allowed.
  - Contract employees have no sick leave time.

## **BEREVEMENT LEAVE**

### **POLICY:**

Bereavement Leave will be granted to an employee immediately following the time of notification of the death of a member of the employee's family. He/she is granted the number of days that is culturally and socially required by Staff members.

### **CONDITIONS:**

- For the purpose of this policy, immediate family will mean spouse, child, parent, guardian, siblings, half sisters and brothers, grandparent, grandchild, step relative, and any person who lives with the employee as part of the employee's family. Attendance at funerals of other relatives or special friends will be discussed with the Principal.
- The employee's salary will be paid according to the decision of the Principal
- Bereavement leave will be granted to employees who are on other paid leaves, including sick leave and vacations according to the decision of the Principal.
- The Principal may grant additional bereavement leave of absence without pay, if requested by the employee. However the final decision remains with the Principal as to how many days can be added to the bereavement leave.

### **PROCEDURE:**

- Notice is given to the Principal before bereavement leave can be taken.
- When the leave has been taken, the Principal or designate will ensure that the leave is appropriately recorded in the employee's personnel file.
- The Principal may offer an extended unpaid leave in exceptional circumstances.
- A notation regarding all leaves must be kept in the employee's personnel file.

**MATERNITY LEAVE**

**POLICY**

Maternity leave is granted according to Nepali law requirements, which states that 60 days leave may be taken for a total of two maternity leaves during the same school placement.

If an extended maternity leave is requested this is discussed with the Principal. The decision is left to the Principal to grant or to refuse upon consultation with Ullens School's Management Committee.

All male employees may be granted maternity leave for up to eleven days which can be taken at their discretion with in the first four months of the birth of their child.

**ELECTION LEAVE**

**POLICY**

Any employee eligible to vote in a national, district or municipal elections will have the time off as dictated by the Principal.

## **COURT LEAVE**

### **POLICY:**

Leave of absence **without pay** is granted to an employee who is required to make a court appearance unrelated to Ullens School.

Leaves of absence **with pay** is granted to employees at their regular rate of pay who are not already on leave without pay and who are required to be in attendance as a result of court action on behalf of Ullens School.

### **CONDITIONS:**

- Leaves of absence **without pay** is granted to employees who;
  - are subpoenaed by the court to serve as witnesses in a court action, not related to job duties;
  - employees whose private affairs have occasioned a court appearance;
  - an accused employee who is jailed pending court appearance;

### **PROCEDURE:**

- The employees must advise the Principal as soon as he/she is aware that the leave will be required.
- The employee must complete an application for leave of absence and indicate the approximate length of absence.
- Where the leave has been approved and taken, the Principal must ensure that the leave is appropriately recorded in the personnel file.
- Time spent at court by employees in a work related capacity shall not result in any loss of regular pay. The time however is recorded on the employee's time sheet.

**POLICY – P.1.08**

**EXAMINATION LEAVE**

**POLICY:**

Ullens School supports and encourages its teachers to pursue academic advancement in their related field of education.

**PROCEDURE:**

- Examination leave is counted within the ..... discretionary leave.
- Ullens School does not provide paid leave for teachers requesting time off to study for their examinations. If teachers request leave for study purposes these are taken from their annual .....discretionary leave.
- Teachers must inform the Principal and Division Coordinators at least two weeks in advance in order to ensure proper class level coverage.
- The Request for Time Off form is filled out and submitted to the above persons.

**UNEXPECTED HOLIDAYS**

**POLICY:**

Ullens School supports the government's decision concerning national holidays. However if in the case that the government announces an unexpected holiday, then it is up to the discretion of the Principal to give the teacher/employee the time off for this holiday.

**STATUTORY PAID HOLIDAYS**

**POLICY:**

Ullens School will indicate statutory paid holidays in its annual school operational calendar, which is distributed at the beginning of the school year.

## LONG-TERM EDUCATIONAL LEAVE

### POLICY:

Ullens School encourages the on-going educational and professional development of all its employees. A teacher/employee who has completed 5 years of employment may pursue further studies as this is considered good and beneficial in keeping Ullens School's educational and professional standards of high quality.

### PROCEDURES:

- A long-term educational leave falls under the **Continuous Service Provision**.
- Request for an educational leave is submitted to the Principal in writing. The educational leave to be considered needs to fall within these criteria;
  - The degree pursued must be higher than the one the teacher/employee presently holds or the degree must be related to the requirement of Ullens School.
  - The completion of the degree must be done within a two year [2] time frame.
- The Management Committee is the sole body responsible for granting a long-term educational leave.

### **Unpaid Educational Leave:**

- Should an employee choose to take an unpaid educational leave, approval from the Principal must be obtained in writing at least **three months prior** to course registration.
- An agreement is written between the Principal and the staff and placed in their personnel file.
- Ullens School Management Committee if the employee will be absent more than three months.

**GENERAL LEAVE OF ABSENCE**

**POLICY**

A general leave of absence without pay may be granted to an employee at the discretion of the Principal.

**PROCEDURE**

- All requests will be in writing and will be submitted to the Principal documenting the reasons for the request and expected duration of the leave.
- Response will be in writing, with a copy to be kept in the employee's personal file.

**PAID LEAVE FOR LONG SERVICE**

**POLICY:**

Teacher/employee(s) who complete more than 10 years of service may be given special leave with salary for one year.

**PROCEDURE:**

- Request for a special leave with salary is submitted to the Principal in writing in a timely manner with specific reasons for the request.
- During this leave period the teacher/employee(s) cannot work in any other profit making organizations.
- The teacher/employee signs an agreement indicating their return to their regular employment at Ullens School upon completion of this one year leave. If the teacher/employee renege on this signed agreement, the teacher/employee is liable to refund his/her year's salary to Ullens School.
- The teacher/employee who is on paid leave does not lose any of their entitled benefits while they are away from work
- The Management Committee is the sole body responsible for granting a long-term educational leave.