



# Holiday & Sick Leave Policy

This policy relates to all non-EEA students enrolled on programmes listed on the ILEP.

## Holidays

All Non-EEA students enrolled on the Academic Year English programmes are provided with a plan of Tuition & Holiday dates on confirmation of their booking. These dates will feature on their invoice and confirmation letter. Where feasible ELI will attempt to plan these holidays from June to September and also at Christmas. During their first week of school new students will be asked to review the holiday plan provided to them and will have the opportunity to change their dates if required. To make any changes:

- Students must have completed at least 6 weeks of their course before any holiday
- Holidays must be for a minimum of 2 consecutive weeks.
- Holiday periods granted cannot exceed 1/3 of the tuition period elapsed. **Example:** After 12 weeks tuition you can take a maximum of 4 weeks holiday.

The only exception to this is when the school is closed for Christmas holiday. Once the holiday plan has been reviewed and confirmed, new students will be asked to sign an agreement which will be kept on file at ELI and details will be sent to GNIB.



## Sick leave

If a student is too sick to attend school they must inform the Academic Manager by email. The student must provide a doctor's note to certify any sick leave. All certified sick leave will not positively or negatively affect a student's attendance rate. However, all uncertified sick leave will be recorded and will negatively affect a student's attendance. Students must send all sick leave requests and certificates to the Academic Manager.




## Unscheduled or emergency breaks

During their programme students may have a reason to take an unscheduled break from their studies. The reasons for this could be extended personal sick leave, or an emergency visit home due to the death or ill health of a close family member. In these exceptional circumstances, the above holiday policy can be altered at the discretion of the Academic Manager.

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