



# VACATION:

## **ABSENCES:**

In case of needed absence, you must notify the school administration and/or Principal ahead of time and have another faculty member substitute you for your class or schedule.

We understand at times necessary appointments may arise, however, these must as much as possible be made at times when it does not conflict with the school schedule. A teacher's absence has a direct effect on the students' learning progress.

## **SICK DAYS:**

Each full-time employee shall be granted sick leave benefits of 5 full days per academic year with no accrual and a 1 maximum of day to be paid per month.

If an employee is ill, they are expected to notify their respective administrator with as much notice as possible. Employees must state in writing the reason for their absence. A doctor's note may be required after three days or more for an absence.

Furthermore, employees may use their sick time to tend to their spouse or dependents, and state in writing the reason for their absence.

Part-time employees are not eligible for holiday and/ or sick pay.

## **PERSONAL DAYS:**

Personal days must be planned on the existing days off or holidays. In case of necessity the employee may request a day off by informing their respective administrator 48 hrs in advance.

Personal days are excluded from sick leave pay.

## **HOLIDAY PAY POLICY:**

TES offers the following breaks during the academic year:

### **PAID BREAKS:**

- Ramadaan & Eid break (paid after 1 year of employment)
- 1 week March break (paid after 1 year of employment)
- 2 weeks winter break (paid after 1 year of employment)
- All statutory holidays

\*Employee must maintain regular attendance to receive holiday pay. School administration reserves the right not to pay holiday breaks.



\* Employee must be present the last workday before the break and the 1<sup>st</sup> workday after the break to qualify for holiday pay. Combining days off or vacation days to a paid holiday will result in employee losing their holiday pay.

UN-PAID SUMMER BREAK: (applicable to teachers on leave in July & August)

- Summer break July & August (un-paid for staff working 12 months)

**VACATION POLICY:**

All staff members are encouraged to plan and take their vacation during the break and holiday.

In cases of necessity, an employee may take an un-paid leave/vacation by given a 60-day advance notice. Maximum vacation allowed is 2 weeks and must not be combined with any holidays and/or breaks.

Rules & regulations:

- 1 person per period allowed on vacation.
- Employee must inform management as early as possible.
- Employees must seek written approval prior to finalizing their vacation.

School/academy management reserves the right to make changes to this or any policy without prior notice

