

# Institute of Commercial Education (NZ)

## LEAVE AND HOLIDAY POLICIES

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Updated on 17 January 2018

### **Leave (Holiday)**

- i. English Language students are required to have attended school for 6 weeks before being granted one week's holiday.
- ii. Students wishing to take leave of more than 2 weeks at a time during their study will require special consideration.
- iii. Holidays can be accumulated and taken at the end of studies.
- iv. Leave must be taken in one week blocks, ie, not single days.
- v. Students taking unapproved holidays will be marked as absent.
- vi. Applications for holidays must be received at least 3 school days before the first day of the proposed holiday.
- vii. Students will need to have evidence of 100% attendance. Poor attendance may mean the application for holidays will not be approved.

### **NOTE:**

The school has a "shutdown" period each year of two weeks between Christmas and New Years. If your enrolled course covers this period then this two week period will be deducted from your accumulated leave.

Example: Student "B" enrolls for a 12 week course from 8 December 2018. As part of Student B's offer of place he/she is granted 2 weeks leave. Student B's course will finish on 22 March but the student cannot apply for any leave outside of the Christmas break.

## **Understandable Absences**

It is understood that from time to time, students will be unable to attend classes. This may be because of illness or special family circumstances which sometimes mean lengthy absences are necessary. Our Institute wants to be fair in its dealings with students and will look at each case as it occurs without necessarily taking some of the stronger actions listed below.

However, it is important that students recognize the difference between those events unable to be avoided and not of the student's making and those where self-interest has created the absence. The latter are treated more seriously.

- **Illness.** Illnesses may make it necessary to take time off study – some just one day, but a bad cold, chest infection, influenza, sinusitis, migraine headaches etc. could need more time. Absences caused by any of these (or others not listed) must be notified to the Institute office on the first and each subsequent day away. It will be necessary to present a medical certificate for any illness related absence. Chronic illnesses e.g. glandular fever could result in the need to defer study until recovery. No financial penalty will be applied in these circumstances.
- **Medical treatment.** Sometimes it is not possible to get appointments outside of Institute teaching hours but students should try. Dental appointments should be made in non-teaching time.
- **Sudden illness while at the Institute** e.g. toothache, stomach cramps, severe headache – let your teacher or Administrator know before leaving the premises.
- **Accident involving injury or trauma.**
- **Family circumstances** – either with your own family or with your Home-stay family. These may include serious illness or death of a family member, a special family milestone – wedding, religious ceremony, etc.

**NOTE:** It will be important to keep time away from study to an absolute minimum for any of these occasions and when you know they are going

to take place, notify the Administrator in advance. Except in the situation of diagnosed long-term illness, tuition time lost through illness or family occasions will not be added to the end of any course being studied and cannot generate any refund of fees.

### **Unacceptable Absences**

The Institute staff will regard any of the following as reasons for absence based on self-interest.

- Part-time work
- Holiday – with or without travel
- Applying for documents, certificates etc
- Sight-seeing, shopping, hanging out with friends etc.
- Exceptional lateness (more than 30 minutes will be recorded as absent for the day)
- Recovery from a late night
- Substance abuse – alcohol, drugs

Students who are continuously absent from classes without a valid explanation are liable to have their enrolment terminated.

### **Lateness to Class**

Sometimes this is unavoidable. If you anticipate you will be late, call reception (09 534-3869) in advance. Your actual arrival time will be recorded in the attendance register. If you are more than 30 minutes late to class you will be recorded as absent from class for that day. Continued lateness without reasonable explanation will result in your attendance record being affected.