

Peace Academy
Teacher's Absence Policy
Updated August 2022

All full-time teachers at Peace Academy are allowed:

- A total of SEVEN paid (medical/sick and personal) days per school year, to be requested in accordance with proper school procedure. It is to be noted that:
 - The number of personal days increases in proportion to the number of years in service per teacher. *(The exact number of absence days per returning teacher is calculated and communicated individually to teachers),*
 - Personal days **cannot** be used right before or after holidays or long school breaks;
- Additional days may be provided for approved professional development trainings;
- Bereavement Leave of THREE days. *(Additional days may be determined at Administration's discretion for deaths in the immediate family;)*
- Maternity Leave of TWO paid months;
- Medical Leave, to be determined at Administration's discretion, for:
 - Accidents (self or immediate family),
 - Surgery (self or immediate family),
 - Diagnosis and treatment of major illnesses (self or immediate family).

There is NO roll-over for unused paid days in future school years. Teachers, however, may be compensated for their unused paid days as a bonus at the end of the school year at the same rate as their regular pay rate.

All requested leaves of absence ***must be documented, submitted, and approved*** by the Principal in accordance with the proper school procedure before the planned absence. In the case of an emergency, where the absence is not planned, a leave of absence form must be completed and submitted upon the employee's return to work.

Please note that the Principal reserves the right to approve or deny any requests for leave of absence, in which case the absence would be unpaid. Leaves taken after all paid absences are exhausted are to be deducted from the employee's salary.



Peace Academy Request for Departure/ Leave of Absence

A full-time staff member is allowed SEVEN paid, non-consecutive absence days per a school year, *provided they follow school procedure*. Additionally, a permission to attend professional training may be obtained if approved and arranged beforehand.

To request a leave of absence, complete and submit this form to your administrator at least *one week* prior to your planned/anticipated absence, along with a copy of the lesson plans and a substitute teacher's name, as applicable. Please note that *teachers are responsible for procuring their substitutes* and ensuring approval by administration.

Teacher's Name:	Today's Date:
Date of planned/anticipated Absence:	Reason: <input type="checkbox"/> Official School Business, <input type="checkbox"/> Professional Development, <input type="checkbox"/> Medical Reason (self/immediate family) → <i>a dated doctor's note or a copy of the medical document is required.</i> <input type="checkbox"/> Personal reason.
Time/Duration of Departure: <input type="checkbox"/> All Day <input type="checkbox"/> Partial time: From ____ a.m./ p.m. To ____ a.m./ p.m.	
Will you be able to conduct your classes online? <input type="checkbox"/> Yes <input type="checkbox"/> No	Documentation: Will you provide medical documentation for your absence? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you included a copy of your lesson plans for that time period? <input type="checkbox"/> Yes <input type="checkbox"/> No, because...	Please indicate the substitute teacher's name here:
Additional Notes:	

For more space, please use the back

Office Use Only

Thank you for following the Departure Request procedure. Your request has been:

- Approved; absence will be counted off your personal days (you have ____ days remaining),
- Approved; absence will NOT be counted off your personal days (you have ____ days remaining),
- Pending a meeting to be scheduled with Principal,
- Denied.

Principal's Signature

_____/_____/202_
Date