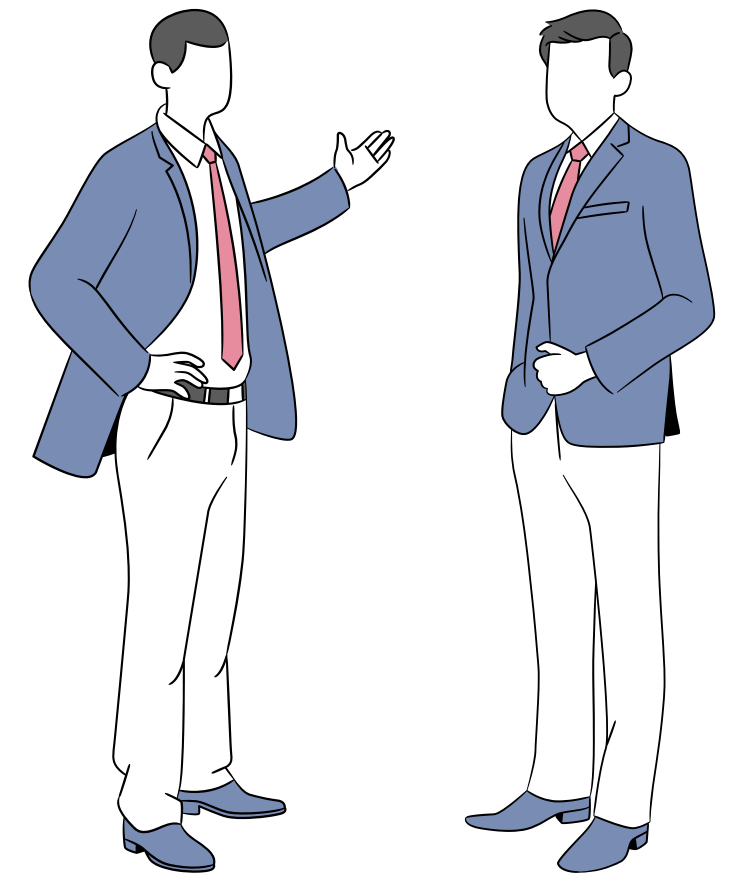


The process for teacher to taking leave

The process for teacher to taking leave

Step 1: Inform the Deputy Director for Academic Services / Head of Department by e-mail.



The process for teacher to taking leave



Step 2: Fill out the “Appendix 4 Faculty Leave Request” form



Appendix 4 – Faculty Leave Request Form

A faculty member unable to meet a scheduled class for any reason is required to complete this form and submit it to HOD and the Deputy Director for Academic Services. Except in an emergency, the form should reach the office at least two days prior to the absence. *****Note:***** This form must be submitted to HOD and the Deputy Director for Academic Services the week of the substitutions in order for any Part-time and Extra Block Full-time Substitution Log to be verified. Teachers are allowed sick leave of no more than 15 working days per year. Teachers who are absent for 3 or more days must submit a medical certificate from a qualified physician upon return to the school. (See Faculty Handbook p. 60.)

Name Surname: _____ Mobile Phone _____

From (dd/mm/yy): _____ To (dd/mm/yy): _____

The following arrangements have been made.

Class	Hour	Substitutes	Lesson Plan provided	Lesson Plan not provided

Reason (P) _____ Illness / Injury (15 Days) Total Leave Day (s): _____

_____ Personal (3 Days) Total Leave Day (s): _____

_____ Leave without Pay Total Leave Day (s): _____

_____ Other: _____

_____ Teacher's Signature _____ Date _____

_____ HOD's Signature _____ Date _____

Summary Leave Record by Human Resource Department

Sick Leave Used until Present		Days	Note:
Personal Leave Used until Present		Days	Note:
Leave Without Pay Used until Present		Days	Note:
Approved with Pay	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note:
Checked by HR:			Date:

Approved by: _____ Deputy Director Date _____

Approved by: _____ School Director Date _____

**** If you would like to do the cancellation of your leave request, please inform HR, HOD and Deputy Director by sending an e-mail.****

Name Surname: Mr. Abc Def Mobile Phone 081 234 5678

From (dd/mm/yy): 14 / Feb / 2025 To (dd/mm/yy): 14 / Feb / 2025

The following arrangements have been made.

Class	Hour	Substitutes	Lesson Plan provided	Lesson Plan not provided

Reason (P) Illness / Injury (15 Days) Total Leave Day (s): _____
 Personal (3 Days) Total Leave Day (s): 1
 Leave without Pay Total Leave Day (s): _____
 Other: _____

Teacher's Signature Teacher's Signature 11 / Feb / 2025 Date

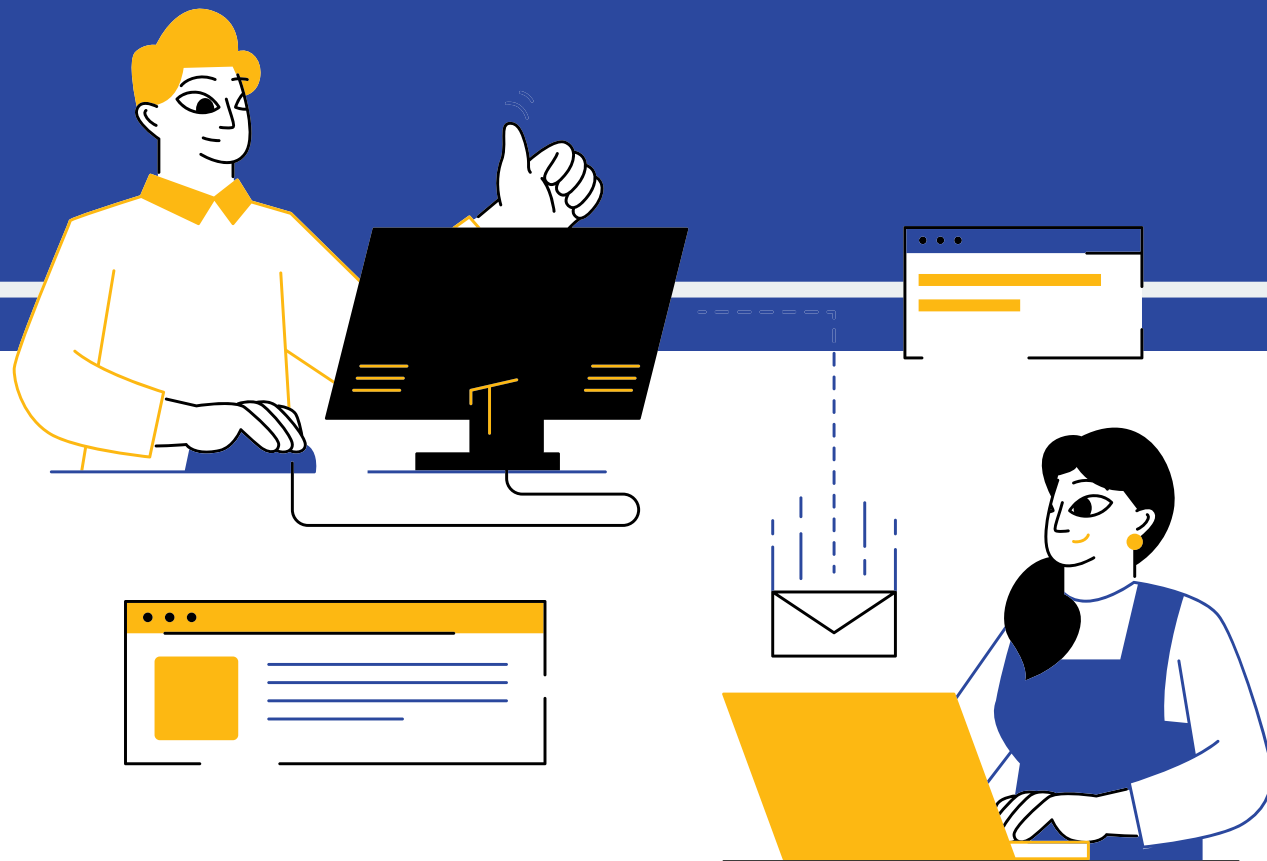
HOD's Signature HOD's Signature 11 / Feb / 2025 Date

Appendix 4 Faculty Leave Request form



The process for teacher to taking leave

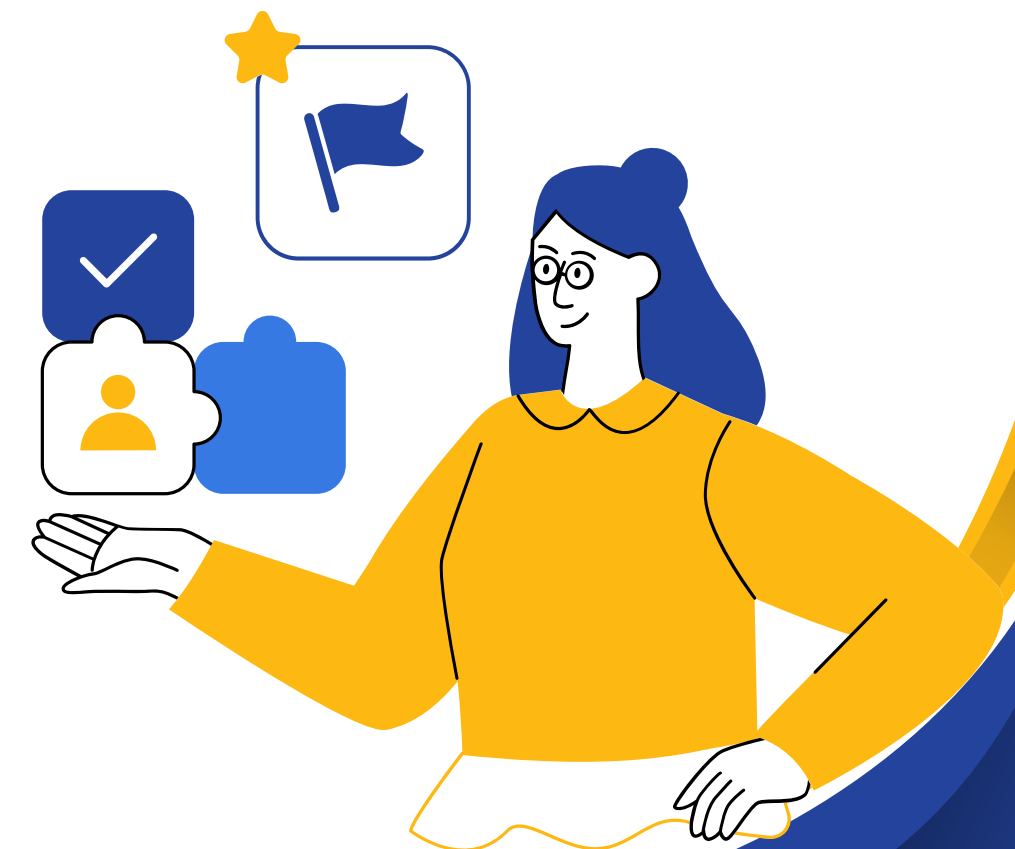
Step 3: Submit the form to get an approval from HOD



Step 4: After got the approval from HOD, please submit to HR department.

The process for HR when received leave request form

- HR will check the teacher's leave record and record in their form,
- Submit the leave form to get an approval from Deputy Director for Academic Services and School Director.



Appendix 4 Faculty Leave Request form



Summary Leave Record by Human Resource Department

Sick Leave Used until Present		Days	Note:
Personal Leave Used until Present	1	Days	Note:
Leave Without Pay Used until Present		Days	Note:
Approved with Pay	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Note:
Checked by HR:	Human Resource		Date: 11 / Feb / 2025

Approved by: Signature Deputy Director Date 12 / Feb / 2025

Approved by: Signature School Director Date 12 / Feb / 2025

** If you would like to do the cancellation of your leave request, please inform HR, HOD and Deputy Director by sending an e-mail.**