

Sick Leave & Holiday Policy

Long term students taking courses on the Internationalisation Register may require sick leave and/or holidays. Our International Register courses are designed for students to take a minimum of 25 weeks of study over a 8 month period.

Holiday

A holiday plan is arranged for each student at the time of booking, and appears on the booking invoice. Where feasible, Academic Year students are given holidays from June to September and also at Christmas. During their first week of school new students will be given one opportunity to amend their assigned holidays. Students must have completed at least 8 weeks of their course before holidays will be granted. Holidays must be for a minimum of 2 consecutive weeks.

Holiday periods granted cannot exceed 1/3 of the course time elapsed, i.e. after 9 weeks you can take a maximum of 3 weeks holiday. The only exception to this is when the school is closed for Christmas holiday. The holiday timetable agreed in your first week at school will be sent to the GNIB and cannot be changed.

Sick leave

If a student is sick and unable to attend class they must provide a doctor's note that certifies the number of days leave to be awarded. Any certified sick leave will not positively or negatively affect a student's attendance rate. All uncertified sick leave will be recorded as absence and will negatively affect a student's attendance rate. Students must send all sick leave requests & certificates to Academic Director academic@isi-ireland.ie

Unscheduled or emergency breaks

During the course of their studies students may have 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 Director.

Contact

Director of Studies

Contact

Pamela Wildman

Email

academic@isi-ireland.ie