



CAIRO AMERICAN COLLEGE

HUMAN RESOURCES DEPARTMENT SUPPORT STAFF REQUEST FOR LEAVE FORM 2020 -2021

Application Process

- Complete this form in full and meet with your direct supervisor for approval of your planned leave.
- Obtain your Principal/Administrator's signature.
- The Principal/Supervising Administrator will then forward the form to the Human Resources Department (HR) for processing.
- Requests must be submitted in a timely manner prior to scheduled leave. Please ensure that appropriate substitute coverage is in place prior to your scheduled leave.

Note: An absence of more than four hours will be considered as a full day, four hours or less is considered a half day.

Employee ID Number: _____ **Department:** _____
Name of Employee: _____

PLEASE CHECK

Reason for Leave:

- | | | |
|--|----------------------------|-------------------------------------|
| <input type="checkbox"/> Vacation | Date out _____
(M/D/Y) | Return to work on: _____
(M/D/Y) |
| <input type="checkbox"/> Personal | Date out: _____
(M/D/Y) | Return to work on: _____
(M/D/Y) |
| <input type="checkbox"/> Professional | Date out: _____
(M/D/Y) | Return to work on: _____
(M/D/Y) |
| <input type="checkbox"/> Sick | Date out: _____
(M/D/Y) | Return to work on: _____
(M/D/Y) |
| <input type="checkbox"/> Emergency | Date out: _____
(M/D/Y) | Return to work on: _____
(M/D/Y) |
| <input type="checkbox"/> Maternity/Paternity | Date out: _____
(M/D/Y) | Return to work on: _____
(M/D/Y) |
| <input type="checkbox"/> Unpaid | Date out: _____
(M/D/Y) | Return to work on: _____
(M/D/Y) |
| <input type="checkbox"/> ** Compensation | Date out: _____
(M/D/Y) | Return to work on: _____
(M/D/Y) |

(** A detailed and approved overtime sheet is required)

Note: For your information, Board policies that pertain to the leaves above are printed on the reverse side of this form.

Remarks: _____

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Principal/Administrator's Signature: _____ **Date:** _____

Remaining Leave Days (For HR office use only)

Vacation _____ Personal _____ Professional _____ Sick _____ Emergency _____ Other _____

SICK LEAVE(Policy # 5.4091)

Employees are granted 15 working days Sick Leave at full pay annually, cumulative to 60 days.

A physician's certificate is required for illness lasting more than three work days.

Sick days may be used for the care of dependents with the concurrence of the Administration.

Part-time employees will receive prorated sick leave.

Consecutive sick leave credit is granted on the basis of one and one-quarter days for each month worked.

PROFESSIONAL LEAVE

Up to a maximum of five days will be granted for educational leave each year, this will be given to allow Support Staff member to attend workshops, conferences or projects that enhance the professional growth of the SSM and contribute to the mission, goals, and objectives of the school. Final approval or disapproval will be given by the Superintendent and/or his/her designee if:

- An educational leave request has been completed with the approval of the SSM's principal.
- The activity deals with the SSM's area or field of study
- The leave does not substantially interfere with the teaching assistant duties or related responsibilities of the SSM.
- An appropriate substitute for the SSM is available.

VACATION (File: 5.4082)

After six months of full-time service at the school, each support staff employee is eligible for vacation accordance with applicable of the Egyptian laws. For Support Staff on 12 month contracts, vacation leave must be pre-approved in writing by the employee's immediate supervisor and division Principal when applicable. Support Staff on 10 month contracts will take their vacation days at the times proscribed by the approved School Calendar for Winter break, Spring break and other CAC holidays. Any remaining entitled vacation days as per applicable Egyptian Labor Law, must be pre-approved in writing by the employee's immediate supervisor and division Principal when applicable. **Vacations are generally not approved during the month of August, May and June till the end of the school year, except with the explicit approval of the Superintendent.**

Any vacation balance due to 10 month contract employees, after deducting CAC annual calendar dictated vacation days, cannot be requested to use except after the use of all personal days. This is not applicable in the case of requesting vacation days to be used in conjunction with PD Leave days. See PD Leave policy for further details. 12 month contract employees are entitled to use their vacation days up to the number of CAC annual calendar dictated vacation days, after which they must use their personal days. This is not applicable in the case of requesting vacation days to be used in conjunction with PD Leave days. CAC annual calendar dictated vacation days are announced with the Superintendent approved Support Staff calendar.

Support Staff on 12 month contracts are entitled and encouraged to use all their annual leave balance during days that school is not in session (Spring, Winter and Summer break). Limit on days to be used is the Support Staff members balance for that year, upon advance approval of his/her supervisor.

PERSONAL LEAVE(Policy# 5.4092)

Up to three days' personal leave shall be granted to each fulltime employee per year. This may not be taken on days that immediately precede or that immediately follow a school holiday or vacation.

The intent of such leave is to provide the employee with time to take care of pressing personal business.

Part-time employees will be eligible for prorated personal leave.

Personal leave must be applied for at least three days in advance, via the appropriate Principal or Administrator with the general nature of the request indicated (i.e., "legal matters," "visa work," "family matters") without having to go into specific detail. If approved, the Principal will pass this request on to Human Resources for processing. If not endorsed, the request will be returned to the person making the request with an explanation. An explanation is required if the leave requires Superintendent approval, due to the leave being immediately before or after a school holiday or during the months of August, May and June. The request for approval should be sent to the HR Director.

The Support Staff member will be paid up to a maximum of three (3) days per year for unused personal leave days. Payment will be included in the June paycheck. Personal day payment will be prorated for part-time Support Staff. Personal leave is generally not approved during the month of August, May or June.

UNPAID LEAVE(Policy# 5.4093)

Unpaid leave may be granted at the discretion of the Superintendent. Requests for such leave must be submitted in writing to the Director of Human Resources and through him/her to the Superintendent.

EMERGENCY LEAVE(Policy # 5.4095)

Emergency leave may be granted to a support staff employee due to death or critical illness in the employee's immediate family. Employees are entitled to five (5) working days emergency leave, extendible up to ten (10) days at the discretion of administration. This leave is granted with full pay.

Immediate family is defined as the spouse, mother or stepmother, father or stepfather, sister, brother, son or stepson or daughter or stepdaughter of the employee. In those cases, where another individual or individuals served as the primary care-giver of the staff member, the staff member may substitute that individual or individuals for the parent or parents. This substitution must be indicated at the time of hire and cannot be changed once reported.