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RELIEF POLICY

An educator, who for whatever reason is unable to report for work or must leave before school out or will not be able to arrive on time, should report such on time to the management so that the necessary arrangements can be made.

Learners who are supposed to attend such an educator's class will be directed to a class of another educator who is free at such time.
These learners may not be taught but will be supervised and encouraged to do some work related to the learning area involved.
If the free educator teaches those learners, he/she may continue with work in his/her learning area.

Should an educator be absent for a longer period, the HOD of the learning area will appoint an educator (s) who will take over such an educator's classes for the whole period of absence. The necessary changes will also be affected on the time table so as to accommodate those learners.

If the period of absence will be longer than 20 days then a substitute educator will be appointed as per department guidelines.

LEAVE POLICY

Granting of leave of absence

Leave of absence from duty by an educator shall be granted by the Principal with according to the requirements of the Blessed Perfect Academy. The principal's leave of absence will be authorized by the Director.

Leave application forms

Application for leave shall be made on a form approved by the Director

An educator shall not leave or stay away from work until his/her leave application has been approved.

Absence from duty to be recorded as leave

Vacation leave

Sick leave
Special sick leave

Special leave for national, provincial or District assignment/ training
Special leave for examination purposes
Special leave for quarantine purposes

Special leave for participating in sporting and cultural events

Maternity leave

Special leave for extra ordinary circumstances

General leave measures

The period of leave shall commence on the first day on which an educator is absent from duty and shall terminate on the last day immediately preceding the day on which such educator resumes duty.

An educator, who wishes to resume duty before a period of leave granted to him/her has expired, shall do so after having obtained prior approval from the Principal

If an educator has to be absent or apply for more than 20 days a substitute educator will be employed the leave forms for such permission should be submitted at least 15 days earlier

Vacation leave

The employer must receive an application for vacation leave 60 days before the date on which the vacation leave commences

Sick leave

A certificate from a registered medical practitioner shall support an application for sick leave for a continuous period of more than two days.
Sick leave granted for an absence of four days or less for which no medical certificate is submitted may not exceed a total of 5 days during any calendar year.

Leave Register

All details on educators' leave will be recorded in the leave register, which will be kept by the College Administrative staff.

Leave for examinations purposes

All applications for leave for examinations purposes must be accompanied by the original timetable for such examination.

This policy was adopted by the School Management on _____

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed_____ Date: _____
School Management

Signed_____ Date: _____
Principal

Signed_____ Date: _____
Educator Representative