

Holiday and Sick Leave Policy

Holiday Arrangements: Academic Year Programmes

Our long term academic year courses on the ILEP are designed for students to take a minimum of 25 weeks of study over an 8 month period. Students enrolled on these courses may require sick leave and/or holidays.

On enrolment, Babel Academy gives each student their tuition schedule. This includes a holiday plan. Where feasible, academic year students are given holidays from June to September and during the Christmas period.

New students are given an opportunity to amend their assigned holidays at the beginning of their course. The holiday timetable assigned by the school will be recorded for the GNIB (Garda National Immigration Bureau) in the school letter students receive when commencing their course.

Important Information

- Academic Year programmes include 25 weeks of course + 8 weeks holidays.
 - A minimum of 4 weeks of the total holidays will always be scheduled for the end of the programme, after the 25 weeks course is completed.
 - Holiday change requests will only be accepted for a minimum of 1 full week (Mon - Fri).
 - Students must have completed at least 6 weeks of their course before holidays will be granted.
 - Holiday periods granted cannot exceed 1/3 of the course time elapsed. For example, after the first 9 weeks of your course, you can take a maximum of 3 weeks holiday.
- The only exception to this is when the school is closed for Christmas holidays.

Holiday Arrangements:1 – 24 Week Programmes

Generally no holidays are allowed for students who are studying on courses that are less than 12 weeks.

One week's holiday is allowed for students who are studying on courses from 12 to 24 weeks. Please request your holiday by email to roisin@babelacademy.ie. You must request the holiday at least one week in advance. Please note that holidays won't be given after the week has already begun.

School Holidays

The school is closed during public holidays and for 2 weeks over the Christmas period.

Public Holidays:

- New Year's Day (1 January)
- St. Patrick's Day (17 March)
- Easter Monday
- First Monday in May, June, August
- Last Monday in October
- Christmas Day (25 December)
- St. Stephen's Day (26 December)

Sick Leave

If a student cannot attend class because they are ill, they must notify the academic department in the school by email to roisin@babelacademy.ie

- When a student returns to class, they must submit a doctor's note including the number of day's leave to be awarded. Once this certificate is produced, a student's attendance will not be affected and the sick leave will be recorded.
- Uncertified sick leave will be recorded as absence and will negatively affect a student's attendance rate.

Please note sick days will not be added to the end of course period.

Compassionate Leave

Students may have reason to take an unscheduled break from their studies due to extended personal sick leave, or an emergency visit home due to the death or ill health of a close family member.

In this instance, students should contact the school immediately. The application for unscheduled leave must normally be accompanied by documentary evidence, for example, medical certificates from a registered medical practitioner.

Contact

Roisin Keane, Academic Manager roisin@babelacademy.ie +353 1 5477 665