



Sick Leave Policy – Ireland

Version 1.1



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Rationale & Scope of the Policy

The Sick Leave policy has been designed in compliance with the rules of INIS/ GNIB to ensure EC English Language Centres Dublin has a clear policy for dealing with student absence through illness and injury and to ensure this is communicated clearly to all students.

Policy Statements

1. Communicating the Policy to students

- 1.1 Students will be informed of the EC Sick Policy on arrival during their first day induction and in their student handbook. The sick leave policy is publicly available on EC Dublin's website

2. Absence owing to Illness or Injury: For more information see Attendance Policy

- 2.1 Students are expected to attend 100% of their classes. 85% attendance is the **minimum attendance percentage** allowed according to GNIB regulations.
- 2.2 Students who miss class for any reason will be marked as absent.
- 2.3 If a student is absent because of sickness or injury they must contact the Academic team, Anna Morris (DoS – annamorris@ecenglish.com) or Fiona Cox (ADoS – fionacox@ecenglish.com) by email on the first day of their illness and every day they are absent until they return to school.
- 2.4 Sickness or injury cannot be communicated retrospectively.
- 2.5 All communication regarding absence must be given in writing by the student to Anna Morris or Fiona Cox by designated text message number or by email - social media communication regarding absence is not accepted.
- 2.6 Absence as a result of sickness or injury must be accompanied by a Medical Certificate dated no later than the first day of absence. The Medical Certificate must be from a recognised medical provider in Ireland, and must state that the named student is unable to attend school. The student must inform the school in writing, each day that they are absent.

3. Illness or injury that requires the student to stay at home as instructed by a doctor and supported by a medical certificate.

If a student is hospitalised or provides a doctor's certificate for a serious condition and they are instructed to stay at home (supported by a medical certificate), their session break may be changed in accordance to GNIB rules.



- 3.1 The doctor's certificate must be submitted to the Student Services Manager (Christine Mullaney) on return to school, it must be the original document. This will be scanned and recorded in the student file, the original will be returned to the student. This should be kept by the student for the duration of their studies.
- 3.2 Holidays cannot be used retroactively to make up for absences. (See holiday policy)
- 3.3 Students **may in certain circumstances** be given an unscheduled break as a result of an illness or injury which prevents them from attending school and requires an extended absence. This will be decided on a case by case basis, in liaison with the Student's doctor and GNIB/INIS. This will be allocated in advance, in accordance with the Medical or documented personal needs of the student. This is in exceptional cases only, and can only be confirmed by the Director of Studies. Unscheduled breaks cannot be given retrospectively for any reason.

4. Close Family Bereavement

- 4.1 In the case of Close Family Bereavement the school will require supporting documentation and proof of travel before granting an unscheduled break. The proof of travel must correspond with the supporting documentation provided by the student. The Student must contact Christine Mullaney, Student Services Manager (christinemullaney@ecenglish.com) as soon as reasonably possible in order to make arrangements.

5. Recording attendance (see Attendance Policy)

- 5.1 All teachers must record attendance on the paper attendance form, each lesson and sign this at the end of each week.
- 5.2 They must also update through the attendance link to the Student Management System, for every lesson.
- 5.3 The Student Management System record is cross checked with the paper records to ensure accuracy.
- 5.4 All absences are recorded by each teacher, no allowances for absences are made by the teacher under any circumstances.