

REQUEST

Date of submission:

I Please tick the type of leave you are applying for:

PAID LEAVE <input type="checkbox"/>	UNPAID LEAVE <input type="checkbox"/>
CONFERENCE LEAVE <input type="checkbox"/>	ERASMUS EXCHANGE <input type="checkbox"/>

II This part is to be filled in by you, the employee

NAME AND SURNAME	
FACULTY/ADMINISTRATIVE UNIT	
JOB TITLE	
PERIOD OF ABSENCE (WORKING DAYS)	
DATES OF ABSENCE	
REASON FOR ABSENCE	

III If you are applying for a conference leave, please fill in the following and attach supporting document(s):

Date and place of venue	
Organizers of the conference	
Your role in the conference	<input type="checkbox"/> Presenter / Speaker <input type="checkbox"/> Keynote speaker <input type="checkbox"/> Chair
Arrangements you made to cover classes missed while on conference and name of the arranged substitute, if any	
Benefits to the university from attending the conference	

IV This part is to be filled in by your immediate supervisor

DATE AND SIGNATURE OF THE EMPLOYEE	Date:
	Signature:
SIGNATURE OF THE DEAN/IMMEDIATE SUPERVISOR	

V This part is to be filled in by the HR Office

Date of submission to HR Office	
Protocol number	

VI This part is to be filled in by the Rector

Date of approval by the Rector	
Approved by the Rector (signature)	

ERASMUS EXCHANGE PROGRAM

Academic and administrative staff can participate in exchange programs (with or without an inter-institutional agreement) for the duration specified based on the decision letter made by the Rector with prior consent given by the Dean and the Secretary General, taking into consideration the staff's academic and/or administrative responsibilities. An academic staff can participate in up to one exchange mobility program per semester or two exchange programs within one academic year.

While on exchange, an IUS staff has the status of "employee on professional development program," and is entitled to salary payment and benefit for transportation, except when participating in an exchange program for the second time within one academic year.

Unless otherwise directed by the Rector, an IUS staff participating in an exchange program for the second time within one academic year has to use either his or her days of annual leave or unpaid leave for the time spent on the exchange program.

After the employee receives approval and completes every paperwork with the IR Office, he or she must file a request on Form F121, approved by the Dean, that is then submitted to HR Office at least 7 days before the start of the program.

Upon approval and signature of the paid leave request by the Rector, an academic staff may proceed on paid leave. In other words, the absence of the beneficiary becomes authorized only after the Rector approves.

PAID LEAVE

An employee is entitled to paid leave along with their salary for up to seven days in one calendar year when any of the following life events or circumstances takes place:

- (a) the employee gets married,
- (b) the spouse of the employee gives birth to a child,
- (c) contraction of a terminal illness or death in the employee's family or household (as stated or defined by law),
- (d) the employee moves house,
- (e) occurrence of a natural disaster that puts the life or property of the employee at risk,
- (f) any other emergency, subject to the discretion and sound judgment of the Rector.

An employee is entitled to paid leave during the employee's educational or professional development, as stated in Article 12 of the relevant Rulebook, as well as for education for syndicate work, and for any other payment, subject to the decision of the Board of Trustees.

An employee who donates blood on a voluntary basis is entitled to at least one paid day off after each blood donation.

An employee is entitled to four days off annually to fulfill his or her religious obligations, two of which paid leave and the other two unpaid.

An employee applying for paid leave must fill out Form F121 and take it to his or her supervisor, whether Dean, Office Manager, or Secretary General, for approval and signature.

The signed form is **then taken to HR Office by the employee at least seven days before the start of the requested leave**, except in extenuating emergencies, such as the death of a close family member, or the birth of a child.

Upon approval and signature of the paid leave request by the Rector, an employee may proceed on paid leave. In other words, the absence of an employee becomes authorized only after the Rector approves.

UNPAID LEAVE

An employee applying for unpaid leave must fill out Form F121 and take it to the employee's superior (Dean, Office Manager or Secretary General, as the case may be) for approval and signature.

At his or her request, an employee may be granted unpaid leave by the University, during which time period all the rights and duties specified in the labor contract are frozen, unless otherwise stipulated by law.

As defined in the foregoing sentences, unpaid leave can be awarded with the occurrence of any of the following circumstances or events:

- (a) for any public service,
- (b) when an employee needs to care for a family member,
- (c) for medical treatments or therapies, and
- (d) in other scenarios case-by-case.

All decisions on unpaid leave, referenced in the foregoing, are to be made by the Rector taking into consideration various factors, including a determination that the employee's absence will not interfere with work processes.

If an employee is taking unpaid leave for the duration of more than one semester, the university reserves the right to request the employee to keep his or her work space free of any personal belongings, failing which the university will not be responsible for those personal effects should be become lost. the employee doesn't proceed accordingly, the employer will not be responsible for the personal belongings of the employee

Under the foregoing rules, the absence of an academic staff becomes authorized only after the Rector approves.

CONFERENCES

A member of academic staff shall not undertake an academic conference that coincides with critical periods in the academic calendar during the semester, such as the first and last weeks of classes, registration period, and final exam week. An exception to this rule shall be unforeseen or extenuating circumstances, such as engagement in university assignment, subject to the discretion of the Rector.

The employee must submit his or her leave request to the Program Coordinator and the Dean, within 2 months from the date of the conference. Upon obtaining approval from the Dean, the employee will take the signed request to HR Office for processing as well as for the approval and signature of the Rector.

An academic staff is limited to two international conferences, one per semester, paid by the university or organizers of the conference.

Program coordinators should check the academic calendar to ensure that an approved leave harmonizes with the semester schedule and does not disrupt the work processes.

The leave request must be made on Form F121 along with supporting document(s) showing the role of the academic staff in the conference and a proper invitation letter for that event.

Upon approval and receipt of all signatures, an employee requesting for leave to attend an academic conference must contact the Finance Office in order to fill out and submit a travel order a few days prior to departure for the conference.