

Ottawa Islamic School

10 Coral Ave, Ottawa, Ontario K2E 5Z6
Tel: 1.613.727.5066 | Fax: 1.613.727.8486 |

Personal Leave Policy

1. All teachers are entitled to 3 days of paid **sick leave** each semester (1st sem. ends January 31st).
2. Unused leave cannot be carried over from semester to semester or cashed out.
3. Missed days/hours after the 3 days (sick leave) will automatically be considered as unpaid leave.
4. Teachers are expected to be at school from 8:30 am to 3:45 pm, Monday to Friday except Holidays.
5. For personal leave, notify the school immediately: call 613-727-5066 and email absent@myois.org
6. For all leave requests, complete the **form below** and email it to finance@myois.org & absent@myois.org
7. If you are late or absent without completing the form, your leave will be considered unpaid.

(Late or absent without form = unpaid leave)

Sick Leave Form

Keep this information for your records and future reference.

Name		
Date of absence		
# of Days or Hours		
Leave Types (check the correct one)	☐ Sick Leave ☐ Medical ☐ Parental ☐ Family ☐ Personal ☐ Other (please specify):	
Sufficient Days or Hrs Available	☐ Yes ☐ No	☐ If Yes , remaining days (out of 3 days) = ☐ If No , deductible days =
Teacher Signature		
Date		