

Paid education leave

Instructions

- Give your employer the application form which was stamped and signed by the secretariat when you registered.
- For each lesson attended, ask the teacher to sign the individual attendance grid.
- Mandatory attendance from 7pm to 9:30pm
- Accepted absences : illness (justified by a medical certificate), legal holidays, late working shifts or work abroad (all 3 justified by an official certificate from the employer).
- These certificates must be given to the teacher immediately upon return from the absence.
- Maximum one unjustified absence per quarter.
- A module of 120 periods entitles you to 10 days (of 8 hours) leave:
 - If the module takes place in one evening, the 10 days are spread over the school year.
 - If the module is given in two evenings, the student can take the 80 hours of leave over the period of the module.
 - If the student takes two modules over the year, the student can spread his 80 hours over the whole year.
- At the end of each module part (see below), pick up your attendance certificate, completed and signed, at the secretariat.
 - For one-evening/week courses: mid-January, mid-April and last evening of the course in June
 - For two evening/week courses: mid-December, last course in January, mid-April, last course in June