



MEF IZMIR - LEAVE PROCEDURES

STATEMENT OF AIM

The procedures for the various types of leave are described including; excused absence, unexcused absence, personal days, sick days, maternity leave, paternity leave, marriage leave, compassionate leave, recruitment leave and professional development leave.

** Due to changes that can happen to the laws and regulations set out by the Turkish government, specifically the Department of Labor, the procedures outlined below are subject to change and revision during the course of employment.*

ABSENCES

Excused Absence:

Following the appropriate procedures as outlined in articles 'Personal Days', 'Sick Days', 'Maternity Leave', 'Paternity Leave, Marriage Leave, Compassionate Leave', 'Recruitment Leave' and 'Professional Development Leave' are regarded as excused absences.

Unexcused Absence: If the teacher/admin fails to report or appear at his/her assigned post and fails to give a valid reason for the absence within three calendar days of the beginning of such absence, 1/15 of the teacher/admin's monthly salary will be deducted for each day the teacher/admin is absent commencing from the date of the beginning of such absence. In addition, these days will be counted as unpaid personal days.

- a) Should this unexcused absence exceed 3 consecutive days, the absence shall constitute a breach of contract commencing from the first day of the absence and give the school just cause for termination of employment.
- b) Should any unexcused absence recur, the absence should constitute a cause for immediate termination of contract.

DAYS TAKEN OFF FOR ILLNESS

A sick day is defined as a day/s taken off for illness that does not necessarily require a visit to the doctor's office. The teacher/admin may use up to 2 days per year for this purpose. Employees must provide a doctor's note for all other absences due to illness.

Sick Days Procedures:

The following steps should be practiced:

1. The Deputy Principal (or the School Principal if the Deputy Principal cannot be reached) should be informed no later than 07:00 on the day of the sickness or before 10:00 pm the previous night by text message. Deputy Principals will contact the School Principals as a first step, and School Principals will inform the Assistant General Manager for their absences.
2. Internal substitution for classes will be arranged by the Deputy Principal or Department Head in Secondary. However, lesson plans must be available at all times by the sick teacher for coverage. If a teacher/admin falls ill at school, then s/he should visit the school doctor and get a report/note. This note/report can be turned into the Deputy Principal upon return to school.

3. If a teacher/admin presents his/her doctor's note or hospital note for up to two days of illness, his/her salary will be paid by the school.
4. For days beyond 2 consecutive days of absence, salary payments during the report period will only be made by the Turkish Social Security if the National Health Insurance is activated.

****National Health Insurance:** National health insurance is activated after a teacher/admin's work permit is received, and 30 days of service has been completed.

LONG TERM SICK LEAVE

The teacher/admin will be permitted up to a maximum of 20 consecutive work days long term sick leave per year with pay provided by the school upon receipt of a written hospital report. Long term sick leave is used when there are unavoidable (emergency) surgeries, infectious diseases, etc., that would require the teacher/admin to be admitted to a hospital for inpatient treatment.

MATERNITY LEAVE

Teachers / administrators are eligible for a maximum of 8 weeks leave before and 8 weeks after birth with pay. This leave period can be altered to 3 weeks leave before, and 13 weeks after the birth should the teacher's/administrator's doctor approve this request.

The teacher/administrator will not be paid his/her salary by the school for the duration of the maternity leave period. The teacher/administrator will be paid by SGK (Governmental Health Insurance Office) after giving birth to the infant. It is the responsibility of the teacher/administrator to apply to SGK for the start of the maternity leave and additionally to notify the school five (5) weeks in advance of the beginning date of the maternity leave.

The procedures for taking maternity leave are subject to change due to changes in procedures at the national health insurance office. So, teachers/administrators applying for this leave should approach Human Resources for more information.

The teacher/administrator has the right to one and a half hours leave per day up until the infant is 12 months of age. The teacher/administrator should use these times when they do not clash with the teacher/administrator's teaching/work schedule. For breastfeeding permission, the teacher/administrator should first contact the School Principal, and then Assistant General Manager.

MARRIAGE LEAVE

In the event of marriage, employees have the right of 3 days of paid leave (as of the date of marriage). For a marriage leave permission, the teacher/administrator should first contact the School Principal, and then Assistant General Manager.

Marriage leave days must be taken sequentially. It is not possible to divide them up and use them separately. If the marriage leave occurs on a national holiday or school, the days are counted as a normal weekday, and therefore are used up. Saturdays and Sundays are also included in the count for leave days.

PATERNITY LEAVE

Teacher/administrator whose child is born has the right for 5 days of paid paternity leave. For a paternity leave permission, the teacher/administrator should first contact the School Principal, and then Assistant General Manager.

Paternity leave days must be taken sequentially. It is not possible to divide them up and use them separately. If the paternity leave occurs on a national or school holiday, the days are counted as a normal weekday, and therefore are used up. Saturdays and Sundays are also included in the count for leave days.

COMPASSIONATE LEAVE

A foreign hire teacher/administrator shall be eligible for a maximum of 5 work days paid leave in the event of the death of a spouse, a child, a parent or sibling. Compassionate leave starts on the first work day immediately after the death of the family member. For a compassionate leave permission, the teacher/administrator should first contact the School Principal, and then Assistant General Manager.

RECRUITMENT LEAVE

The teacher/administrator will be allowed a maximum of 3 paid Recruitment Days for overseas fairs in the last year of the final contract. If the teacher/administrator needs to attend a second overseas fair, they may be given up to three unpaid personal days off. For a recruitment leave permission, the teacher/administrator should first contact the School Principal, and then Assistant General Manager.

The following steps should be practiced:

1. A written application submitted to his/her supervisor requesting leave to attend an overseas recruitment fair at least two weeks prior to the start of the fair, along with Job Fair registration documents.
2. Coverage will be done internally and needs to be organised by the teacher and completed by providing the lesson plans at least 48 hours in advance. If coverage is not organised by the teacher/administrator, then the leave will be treated as unpaid by the school.

PROFESSIONAL DEVELOPMENT LEAVE

If a teacher/administrator would like to attend training in the field of education at their own expense during a contracted work day, permission may be given for the teacher/administrator to attend at the discretion of his/her supervisor. Such requests will also need to be submitted to the Assistant General Manager for a final approval. Coverage will be done internally and needs to be organised by the teacher and completed by providing the lesson plans at least 48 hours in advance. If coverage is not organised by the teacher/administrator, then the leave will be treated as unpaid by the school.

PERSONAL DAYS

Personal Day is defined as day/s taken off for personal needs such as banking, passport renewals, memorial ceremony, exhibitions etc. For a personal day permission, the teacher/administrator should first contact the School Principal, and then Assistant General Manager. These benefits will continue to remain in contracts as long as the school believes they are not misused. The school reserves the right to cancel or modify these benefits anytime during the year if the school determines there is a cause.

Personal Days Procedures:

The following steps should be practiced:

1. A teacher/administrator may have 3 personal days provided that administrative approval is granted upon submission of a written request by the teacher/administrator.
2. Personal days can only be used separately.
3. Personal days cannot be accrued in the subsequent years if not used.
4. Coverage will be done internally and needs to be organised by the teacher and completed by providing the lesson plans at least 48 hours in advance.

RECORD OF ABSENCES

The Deputy Principal/Principal is responsible for recording all teacher and administrator absences and sharing with Human Resources.