SPECIAL LEAVE REQUEST FORM

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The undersigned asks perm	ission f	or special leave for:
Name student:		
Class		
Mentor		
Period of special leave:		
Reason for special leave:		
Signed by:		
Name parents/caregivers		
Cell number		
Email address		
My request is according Educational Law (see next)	_	e requirements of "Special Leave" of the Dutch
Place and date		Signature
Decision head ISL:	permi	ssion granted / not granted
Date:	Signature head ISL	

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Requirements "Special Leave"

Based on article 11, part g and article 14 of the Dutch Educational Law, there are some exemptions for max. 10 days per school year for special leave.

Reasons to grant permission for 'Special Leave' are:

- Moving
- o Fulfillment of legal duties
- Wedding of family (wedding card)
- Life-threatening illness (doctor's attest)
- Death of family (funeral announcement)
- Exams for scooter/car etc. (letter examiner)
- Visiting open days for future education (open day announcement)
- Vacation because parent can only take their days off outside the regular vacation periods. (employer letter explaining the reason)

Special leave cannot be granted for:

- o Family visit abroad
- o Cheaper tickets outside school vacation
- o Already bought tickets outside school vacation
- o Earlier departure or later arrival because of traffic
- o A sabbatical or a world tour of the family
- o Special leave because of siblings who already enjoy their vacation