



## LEAVE POLICY 5787

**All leave must be approved by the Hanhala at least 2 weeks prior to planned leave.**

Ohel Chana Leave Allowances:

Type of Leave	Excused Leave Allowance
<b>Parents visiting</b>	Only during summer break (9 January 2027 – 18 January 2027)
<b>Sibling's, uncle's, aunt's weddings</b>	2 weeks
<b>Cousin's wedding</b>	1 week
<b>Brother's/nephew's bar mitzvah</b>	10 days
<b>Sick Leave</b>	Sick leave is not excused. Students have a margin of 15% allowed absences in which sick days are included. (Excepting extenuating circumstances.)
<b>Visiting relatives or friends</b>	One full excused day (sleeping out of the dorm is not permitted without express permission from Hanhala)

**Note:**

- Hanhala must be notified **by email** from a parent of planned, extended absences.
- Permission to be absent does not automatically mean the absence is excused.
- Students must complete a 'Leave Application Form' to inform the Seminary of their intentions at least 2 weeks prior to the absence.
- Leave allowance includes travel time.
- Students may not sleep outside of the dorm, even if they have close family here in Melbourne, without express permission from Hanhala.
- Unexcused absences will be deducted from the general 15% absence allowance.
- At the end of the year, for every point above 85%, the student will be eligible to raise one of her grades by 5 points.