

**Policy Name: Leave**

First Draft: 29.03.2019

Last Revised by PPC: 31.03.2022

**Purpose:**

The Leave Policy is intended to ensure continuity of instruction within Izmir University of Economics School of Foreign Languages (SFL).

**Policy**

This policy applies to all SFL staff. Although it is the responsibility of the instructor to meet all scheduled classes, as well as their other commitments to achieve efficient and effective operation of the SFL, there may be occasions when an instructor wishes to request permission for leave (administrative, medical, or annual). If, for any reason, a staff member cannot be present for a given work day, in whole or part, then the expectation is that the staff member will contact her/his immediate supervisor within a reasonable time frame.

1. For **administrative leave**: Consult the university leave policy.
2. For **medical leave**: If an instructor is ill, s/he must submit a doctor's note to the SFL Secretariat who then submits the doctor's notes to HR.

If an instructor is ill, but unable to get a doctor's note, s/he needs to submit a "Yıllık İzin Formu/Annual Leave Form" on DYS.

In either case, the following actions will be taken regarding classes:

- *PREP*: Substitution is arranged by the Admin Coordinator.
- *Undergraduate Program, Second Foreign Languages and Vocational School*: Substitution is arranged, or classes are combined by the relevant Program Coordinator. If substitution or combining of classes is not feasible, instructors must arrange make-ups for the lessons they have missed.

3. For **annual leave**: If an instructor is absent for any reason (other than illness) for a whole day or more, s/he needs to submit a "Yıllık İzin Formu/Annual Leave Form" on DYS.

In the event that an instructor will miss classes because of such activities as a conference, training or ERASMUS, the instructor must first gain approval from his/her Coordinator. This notification must be conducted, via e-mail when the instructor submits the application (to the ERASMUS program, conference, etc). In the event that the instructor will not request any expenses from the university related to any of the above-mentioned activities, s/he submits "Assignment Request Form (No per diem)/Görevlendirme Talep Formu (Harcırahsız)" on DMS/DYS and attaches a document verifying registration. If an instructor will make a request for travel expenses from the university, the principles stated in the "[Academic Travel Regulation](#)" are applied.

In either case, instructors must take the following actions:

- *PREP*: The instructor makes sure that their classes are covered by either swapping with their partners (or with a fellow full-time instructor if their partner is unavailable) or by conducting make-up lessons equivalent to those that are missed prior to the pre-arranged event; make-ups should be conducted whenever possible prior to the event. The instructor must notify the Academic and Admin Coordinators of this plan via e-mail.
- *Undergraduate Program, Second Foreign Languages and Vocational School*: The instructor makes sure that their classes are covered by either arranging a swap with a fellow full-time instructor or a make-up for the lesson(s) missed. Instructors need to either swap classes or conduct make-ups prior to the pre-arranged event. The instructor must notify the Program Coordinator of this plan via e-mail.