

## Leave request

For more information on this subject, see the general school guide, Chapter 5.1, "Guidelines for leave outside school holidays."

The undersigned is/are requesting leave for the following reason (please check the appropriate box):

- ☐ Relocation: max. 1 day.
- ☐ Wedding of a family member (up to third degree): max. 1 day within and 2 days outside the place of residence.
- ☐ Festive family event (e.g., parents'/grandparents' wedding anniversary): max. 1 day.
- ☐ Serious illness of parents, blood relatives, or relatives by marriage (up to the third degree): length of leave to be agreed with the management.
- ☐ Death/funeral/cremation of a family member: max. 1 day within and 2 days outside the place of residence.
- ☐ Other important reasons (not vacation): max. 10 days per year. Requests for more than 10 days must be submitted to the school attendance officer.
- ☐ Fulfillment of religious or philosophical obligations: length of leave to be agreed with the school management.
- ☐ Leave outside school holidays (not in the first two weeks after the summer holidays): max. 10 days per year\*.

*\*When requesting leave outside of school holidays, a written statement from the employer must be submitted stating that the person(s) concerned is/are unable to take vacation during the regular school holidays. This regulation applies to certain professions.*

Last name child:

First name child:

Group:

Address:

Phone number:

Motivation:

Start date of leave:

End date of leave:

The undersigned has completed this form truthfully:

Signature of parent(s)/carer(s)

Date:

Signature of team leader:

Date:

Approved / Not approved

*If parents/guardians disagree with the decision, they may, in accordance with the General Administrative Law Act, submit an objection within six weeks of the date of the decision to the person who refused the leave. The management or school attendance officer is obliged to respond to the objection within six weeks. If parents/guardians disagree with the decision in the objection, they can lodge an appeal with the court within six weeks of the decision. For this an amount of court fee is due.*