

Gastown Business College		03469
Name of Institution		Institution Number
<b>Authorized Student Leave Policy</b>	<b>January 01,2025</b>	<b>July 31,2025</b>
Name of Policy	Effective Date	Revision Date

## Purpose

This policy outlines the guidelines and procedures for granting authorized leave to students enrolled at Gastown Business College, ensuring that leave is managed fairly, consistently, and in a manner that supports students’ academic success and institutional compliance.

## Scope

This policy applies to all full-time and part-time students enrolled in any program at Gastown Business College.

## Definition of Authorized Leave

Authorized leave is a temporary, approved absence from the institution’s classes, activities, or program requirements granted to a student for valid reasons. Leave may be granted for medical, personal, or compassionate grounds and other circumstances deemed appropriate by the institution.

## Types of Leave

1. **Authorized leave may include but is not limited to:**
  - a) Medical leave due to illness or injury (supported by medical documentation)
  - b) Compassionate leave for family emergencies or bereavement
  - c) Maternity or parental leave
  - d) Leave for religious or cultural observances
  - e) Leave for participation in approved academic or professional activities
  - f) Other leave approved by the institution’s designated authority

### **Leave Request Procedure**

- a. Students must submit a written leave request form to the Registrar's Office or designated authority at least [number] days in advance, except in emergencies.
- b. Requests must include the reason for leave and the expected duration. Supporting documentation (e.g., medical certificates) may be required.
- c. The institution reviews the request promptly and provides a written decision within 5 business days or urgently in the event of necessitated circumstances such as personal or family emergencies.

### **Leave Duration and Limits**

- a. Leave duration will be determined on a case-by-case basis based on the student's circumstances and program requirements.
- b. Generally, leave will not exceed [number, e.g., 30/60/90] calendar days. Longer leaves may require separate approval by senior management and may impact student standing or progression.
- c. Extensions may be granted if justified and documented.

### **Impact on Academic Progress**

- a. Students on authorized leave are responsible for understanding the implications for their studies, including missed coursework, exams, or program requirements.
- b. The institution will provide information and support for re-entry and academic catch-up as needed.

### **Communication and Documentation**

- a. Students will receive written confirmation of leave approval or denial.
- b. All leave documentation will be maintained confidentially in the student's academic file.
- c. The institution will communicate with relevant faculty and support services regarding the student's leave status where appropriate, respecting privacy.

### **Return from Leave**

- a. Students must notify the institution of their intent to return at least [number] days before the end of the leave period.
- b. The institution will facilitate the student's reintegration into their program and provide guidance on any academic requirements or adjustments.

### **Unauthorized Absence**

Absences without authorized leave may be considered as unapproved and may impact the student's enrollment status in accordance with institutional policies related to attendance and the duty to notify the college of any and all absences.