

Leave Management on [REACH](#)

Leave types:

The following list of different leave types is sorted by who will be initiating a leave request. For each leave type it is explained when it should be used and what the steps are in getting a request approved, as well as the time frame/deadlines which must be met. As a rule of thumb, earlier is better, and last-minute requests may not receive final approval on time. Staff are not expected to work 24/7 and will need time to respond to leave requests within regular weekday working hours, even if the requests pertain to weekends or break times.

In extraordinary circumstances or emergencies, students should always contact the Toon parent on duty on the duty phone number, but requests will only be approved if there is a genuine reason why the last-minute request was unavoidable.

Students Only

The leave types below are to be initiated by students - other “actors” who will need to be involved in the approval process are explained for each type.

Unsupervised Overnight (Parent/Guardian approved):

1. Must be created by students if they plan to leave campus overnight during scheduled Unsupervised overnight weekends or Project weeks or for any other trips abroad.
2. Leave requests must be created by students no later than 5 days before scheduled departure.
3. Must be approved by parents/legal guardians (as registered on REACH), terms and conditions apply.
4. Parental approval must be given no later than 3 days before scheduled departure.
5. Must be approved by Toon parents after parents/guardians approve.

Home - Abroad:

1. Must be created by students when they are leaving Armenia, either for going home on breaks or for other reasons.
2. Must be approved by parents/legal guardians before being approved by Toon parents.
3. Must be created no later than 7 days before scheduled departure and approved by parents/guardians no later than 5 days before scheduled departure.
4. Final approval must be given by the Toon parent.

Home - Armenia:

1. Must be created by students whose home is in Armenia or who are staying in Armenia under school supervision during breaks or in exceptional circumstances during the term. Students who are staying in Armenia during breaks, but are not under school supervision, should use the "Home - Abroad" leave type.
2. Must be approved by parents/legal guardians before being approved by Toon parents.
3. Must be created no later than 7 days before scheduled departure for breaks (3 days before in case of exceptional circumstances) and approved by parents/guardians no later than 5 days before scheduled departure.
4. Deputy Head/Head of residential life will need to approve in exceptional circumstances outside winter or summer break time.
5. Final approval must be given by the Toon parent.

Weekdays day trip out of campus/Dilijan unsupervised:

1. Must be created by the student and approved by parent/legal guardian and the Head of academics/Head of Residential Life before the scheduled time of departure.
2. The Head of academics must also be informed and give written approval no later than 2 days before scheduled departure.
3. Must include information about who the student is travelling with (if any), where they are going and how they will get there and back, in addition to which working Armenian phone number the student can be reached on in case the student is in Armenia for this period. Otherwise the contact details of the destination should be shared through the leave request.
4. Each student participating in a group trip must create individual leave requests.
5. Toon parents and security personnel at the gate are automatically informed once parents and Head of academics approve the leave request.

Weekends day trip out of Dilijan unsupervised:

1. Must be created by the student and approved by parent/legal guardian before the scheduled time of departure.
2. Must include information about who the student is travelling with, where they are going and how they will get there and back, in addition to which working Armenian phone number the student can be reached on.
3. Each student participating in a group trip must create individual leave requests.
4. Toon parents are automatically informed once parents approve the leave request.

Weekdays and Weekends in Dilijan unsupervised:

1. Do not require a leave request or approval.
 2. Requires you to sign out choosing the location **Dilijan Students Off Campus unsupervised**.
 3. Requires you to sign back in choosing the location **On campus**.
 4. Must sign out and in within the permitted time.
 5. Be in groups after 5pm and avoid walking alone in the dark.
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Parents/Guardians Only

The leave types below are to be initiated by parents - other “actors” who will need to be involved in the approval process are explained for each type.

Extraordinary leave (Parents/Guardians visiting Armenia):

1. Must be created by parents if they are visiting Armenia and want their child to stay with them, whether on a weekday or on a weekend.
2. Prior permission from the Deputy Head and Head of residential life should be taken by the student for the leave request to be approved by either of these as well as the Toon parent.
3. Must be submitted no later than 48 hours before the scheduled departure, prior written permission must be obtained by the student earlier than this submission.

Staff Only

The leave types below are to be initiated by members of staff - other “actors” who will need to be involved in the approval process are explained for each type. Certain types are only for certain staff members.

Armenia day:

1. This is for any staff supervised event taking place outside of Dilijan on any day of the week.
2. Visible only to staff - should be used only by staff who are *not* part of the outdoor team.
3. Terms and conditions apply!
4. To be approved by Toon parent, and must be submitted no later than 48 hours before the scheduled departure. If this is not done, Toon parents will not approve the leave request, and the relevant students will not be able to participate.

Dilijan day:

1. This is for any staff supervised event taking place in Dilijan on any day of the week.
2. Visible only to staff - should be used by staff who are *not* part of the outdoor team.
3. Terms and conditions apply!
4. To be approved by Toon parent, and must be submitted no later than 48 hours before the scheduled departure. If this is not done, Toon parents will not approve the leave request, and the relevant students will not be able to participate.

Outdoor activity/Project Week:

1. Should always be used for any day outdoor activity, and must be used *only* by the outdoor team, Arusik or Project week supervisor.
2. To be approved by the CAS coordinator.
3. Must be submitted no later than 48 hours before the scheduled departure. If this is not done, the CAS Coordinator will not approve the leave request, and the relevant students will not be able to participate.

4. Toon Parents will be notified once the leave is approved.

School supervised **overnight** (Outdoor trips):

1. This is for any school supervised Outdoor, Project week or Explore Armenia **overnight** trips organised by the CAS and the outdoor team.
2. Visible to staff and must be approved only by the CAS coordinator.
3. Must be submitted no later than 96 hours before the scheduled departure. If this is not done, the CAS Coordinator will not approve the leave request, and the relevant students will not be able to participate.
4. Toon parents will be notified once the leave is approved.

School supervised overnight (Field trips):

1. This is for any school supervised overnight trips organised by academic and residential staff **other than** project weeks, Explore Armenia and outdoor trips.
2. Visible to staff and must be approved by either Deputy Head/Head of residential life.
3. Must be submitted no later than 48 hours before the scheduled departure. If this is not done, the Deputy Head/Head of residential life will not approve the leave request, and the relevant students will not be able to participate.
4. Toon parents will be notified once the leave is approved.