

ONLY IF YOU WORK FULL-TIME OR THREE-QUARTER-TIME IN
THE PRIVATE SECTOR Instructions On How To Use
Time Credits/Educational Leav

At the beginning of his training, the student must register for the 1st and 2nd semesters to benefit from the educational leave, even for students who have already applied for the 1st semester via a form available on this site under the download tab.

This form should be sent to the following address: cours.cclm@gmail.com.

In order to avoid any misunderstanding during the school year and the risk of losing your rights to this leave, we draw your attention to the following 5 points:

1. Time Credit Statements

At the end of September (or within 15days after registered in case of late registration or if your course does not start in September) the secretariat will deliver proper registration statement. This Statement Is to be handed to your employer as soon as possible, i.e.by October 31 for the first term, and within 15days after registration for the second term. An attendance statement will be given every quarter (see extracts from the Regulation in relation time credits) two original documents will be given: one for the student and one for the employer. (no duplicate will be given).

2. Number of hours off

You are entitled to 80 hours of leave to be taken between the beginning and the end of the course, unless you continue the courses in the second semester, in which case it is 80 hours for the school year (from September to June).

3. Course Attendance

A maximum of 10% of unjustified absences per certificate are allowed. A student who exceeds the 10% of unjustified absences lose the right to the CEP for a period of 6 months.

This 10% is calculated on the actual number of hours of classes for each quarter.

4. Attendance lists

The student will keep his/her attendance list, which he/she will sign and have the teacher sign for each date, and must send his/her list by e-mail to the secretariat within 5 days of the last date mentioned on this list, at the risk of being informed that he/she is absent on the dates in question.

The last certificate of attendance for the 2nd semester must be sent to the secretariat at the latest on the day the exams are marked. **If the student loses the attendance list, he will be considered as absent on the dates concerned.**

The number of hours of attendance appearing on the attendance certificates is calculated on the basis of the attendance lists. **The truthfulness of these lists cannot be disputed afterwards.**

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5. Proof of absence

Only the following are taken into account:

- A medical certificate in case of illness or accident contracted by or involving the student or a member of his/her family residing under the same roof;
- absence justified by a professional reason on the basis of a certificate from the employer;
- A strike in public transport;
- Exceptionally, in case of severe winter conditions (heavy snow, icy roads)
- Holiday
- Leave of absence (brief absence, for instance: annual vacations, birth, ...);
- Strike or sickness of the teacher
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The supporting documents will be handed in without fail to the secretariat or via the following email address: cours.cclm@gmail.com as soon as possible, before we can issue the quarterly presence document which can never be modified. A receipt will be signed by the student.

For Further Information: The Federal Public Service for Employment:
<http://www.werk-economie-emploi.brussels>

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