

Instructions On How To Use Time Credits/Educational Leave

Only for people working in the private sector on a full-time or part-time basis or part-time (Région Bruxelles Capitale or in Région Wallonne)

At the beginning of the course the student must register to benefit from the educational leave for the 1st and 2nd semester via a form available on the school's website www.cclm.be, 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 points:

Time Credit Statements

A certificate of regular enrolment is issued by the secretariat at the beginning of October after the start of the course or within 8 days after your enrolment for the second semester by e-mail in PDF format to be given to the employer as soon as possible : at the latest on 31 October for the 1st semester
: 15 days at the latest after the start of the 2nd semester.

A certificate of attendance is provided each school term by e-mail in PDF format (see extracts from the regulations on educational leave).

Number Of Hours Off

You have the right to 80 hours to take between the beginning and the end of the term (once a year)

A maximum of 10% unsupported absences will be allowed for attendance statement. Over that 10% maximum the student will lose the right to claim time credits for six months.

Above-mentioned 10% maximum is based on the actual number of classes for each quarter.

Attendance Lists

The student will keep his/her attendance list, which he/she will sign and have signed by the teacher for each date, and will have to 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 of the correction of the exams. If the student loses the attendance list, he/she will be considered 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.**

Supporting Documents In Case Of Absence

Only the documents/reasons listed below will be 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;
- A statement made by the employer in case the student was absent for a work-related assignment;
- 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

These documents must be handed in to the secretariat by hand or by e-mail to the following address: cours.cclm@gmail.com as soon as possible, before the quarterly attendance document is drawn up and no corrections can be made.

For more information, please consult the website of the Regional Public Service:

<http://www.werk-economie-emploi.brussels>

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