

### **Griffith Institute of Language Sick Leave Policy**

In the case of absence due to medical illness, learners are required to inform the Griffith Institute of Language (GIL) Administrator / Academic Manager before 9am on the day of absence; learners can either email, call, text, or leave a voice message.

Learners are required to be in contact with the Academic Manager on each subsequent day of their illness. Learners are also advised to visit a Medical Doctor and to submit a medical certificate to the GIL office. They will be marked absent from school however the certificate will be noted on their file. Should the absence be uncertified, they will be marked as absent with no record of illness on file.

Should a learner take 3 consecutive days uncertified or 2 uncertified leaves within the calendar month, they will need to meet with the GIL manager.

Please view [attendance policy](#) for procedure regarding absenteeism and expulsion.