

PROCEDURES ON ABSENCE WITHOUT LEAVE DURING PRACTICUM FOR NIE STUDENT TEACHERS

- 1 On behalf of the National Institute of Education (NIE), I am writing to inform you of NIE's policy on student teacher absence.
- 2 As an employer, MOE takes the issue of attendance very seriously. NIE student teachers being employees of the Ministry are required to report to school everyday (except Saturday and Sunday) during the period of the practicum unless they have been granted official leave or are on medical leave. For any unauthorised absence, MOE would need to take action on salary deduction promptly so as not be subject to audit query.
- 3 Leave taken by student teachers must be applied through the Office of Academic Administration and Services (OAAS) of NIE, **not** the school. Applications must be made on the prescribed form obtained from the NIE Portal at <http://portal.nie.edu.sg>.
- 4 According to MOE, with effect from April 2013, **civil servants** can call in sick without Medical Certificate (MC) for 2 non-consecutive days. This policy applies only to NIE student teachers who are employees of MOE (but excluding returning teachers on professional development leave and student teachers on no-pay re-exam leave). For application of such unrecorded sick leave, student teachers have to email the SCM, cc NIES, before the start of school for that day and obtain the SCM's written support. In addition, student teachers have to attach this written support to the completed NIE Urgent Private Affair (UPA) Leave Form (available from the NIE portal) and submit it to Office of Academic Administration Services (OAAS), NIE, for onward transmission to MOE.

These 2 days will be taken from the existing Ordinary Sick Leave entitlement and only to be taken 1 day per occasion. This unrecorded sick leave without MC cannot be on two consecutive days. Should student teachers require more than 1 day of sick leave, MC will be required for the subsequent day(s) of absence.

Please note that the 2 days of sick leave without MC will not be applicable for absences on days where formal observations either by the school or NIES have been scheduled. For such absences, student teachers are required to submit an MC.

- 5 With the exception of item (4), all other health-related absences must be supported by **MCs**. Originals should be shown to the school and a photocopy of which must be submitted without delay and without demand upon returning to school. The original MCs should be submitted to the Student Services Centre of NIE within 2 weeks from the date of the MC.

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- 6 **If a student teacher is absent and has not called within 2 days to give the school a valid reason for absence (*i.e., either has been granted leave by NIE or is on medical leave, of which the original should be promptly showed to the school for verification purpose and followed up with copies of the official documents for the school*), please keep Practicum Office of NIE informed by completing the overleaf and faxing it to 6896 9110. We will then issue a notice to the student teacher as a follow-up.**
- 7 The notice advises student teachers that they have to submit a written explanation to me. They must also extend a copy of the explanation letter to the school principal and MOE for their follow-up action, if any.
- 8 Student teachers should be aware of the Institute's stand on leave and absence as details are provided in our General Information Handbook. New student teachers have been advised to access the NIE website for the handbook. They have also been reminded of the matter at their practicum briefing.
- 9 For further clarifications on the above, you may contact the Practicum Office at Tel: 6790 3308 / 3311.

Thank you.

Yours sincerely



Associate Professor Ivy Tan
Associate Dean, Practicum & School Partnerships

- c.c. All NIES for all programmes – this is a letter which has been sent to school principals. This is for your information only. No action needed.

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Date : _____

Fax To : 6896 9110
Practicum Unit / Office of Teacher Education
National Institute of Education

Attn : Ms Therese Joo
Manager

From : _____
Principal

_____ School / Institute / JC

STUDENT TEACHER ABSENCE FROM SCHOOL WITHOUT LEAVE

1. I would like to inform you that the following student teacher was absent from school during his/her Practicum without approved leave:

Name of student teacher : _____

NRIC Number : _____

Programme : _____

Date(s) of Absence : _____

2. For your necessary action, please.

Signature of Principal / Date