

**The bylaws of Leaves and Time-Offs for Graduate Students with Teaching Assistance Grants or Research Assistance Grants at the German Jordanian University**

Article 1	These bylaws are called “ <b>The bylaws of Leaves and Work-Offs for Graduate Students with Teaching Assistance Grants or Research Assistance Grants at the German Jordanian University</b> ” and shall come into force from the date of their approval by the Deans’ Council on //.
Article 2	Semester leaves are granted to graduate students who have received teaching assistance grants or research assistance grants according to the approved paper or electronic form, provided prior coordination with the student's direct director and considering the continuity of work and the interest of the university.
Article 3	<p>Duration of Semester Leaves:</p> <p>A. The student is entitled to a semester leave as follows:</p> <ol style="list-style-type: none"> <li>1. Five working days for the first semester for grant recipients in the same semester and is taken during the period between the beginning of the first week of the academic year to the end of the twentieth (20) week of the academic year.</li> <li>2. Five working days for the second semester for grant recipients in the same semester and is taken during the period between the beginning of the twenty-first (21) week of the academic year to the end of the fortieth week (40) of the academic year.</li> <li>3. Five working days for the summer semester for grant recipients in the same semester and is taken during the period between the beginning of the forty-first (41) week of the academic year to the end of the academic year.</li> </ol> <p>B. The semester leave is granted in one lump sum and may be granted in parts if working conditions allow, and the student is entitled to his/her full reward for the duration of the semester leave.</p> <p>C. Leave shall not be granted during the study days except in urgent cases estimated by his/her direct director.</p> <p>D. It is not permissible to credit, rotate or collect leaves for more than two consecutive semesters.</p> <p>E. Leaves may not be replaced by a cash allowance.</p> <p>F. The student is not entitled to emergency leave or unpaid leave.</p>

	G. The student may not leave work and enjoy the leave before obtaining the written consent of the leave duly.
Article 4	<p>Sick Leaves:</p> <p>A. The student may be granted sick leaves not exceeding a total of five (5) days in the semester upon the recommendation of a doctor approved by the university and the approval of his/her direct director, and this leave is not deducted from the student's semester leave.</p> <p>B. If the period of sick leave exceeds five (5) days in the semester, the excess period shall be deducted from the semester leave due to the student for that semester, and if he/she finishes his semester leave, it shall be deducted from his remuneration.</p>
Article 5	<p>Personal time-offs:</p> <p>A. The student is allowed to take a time-off, provided that the period of time-off does not exceed three hours per day, and the total time-offs do not exceed fifteen (15) hours during the month, and the time-off hours are deducted from his leave balance on the basis of every eight (8) hours equivalent to a working day.</p> <p>B. Time-offs of more than three consecutive hours shall be counted as a full day leave and deducted from the semester leave, and in all cases the student's time-off permission shall not be granted until after attending his/her place of work, submitting the application, and then leaving, except for urgent cases estimated by his direct director.</p> <p>C. If the total hours of time-off of the student exceed fifteen (15) hours in one month, each time-off regardless of the duration shall be counted as a working day.</p>
Article 6	The direct director of the student and the human resources manager are responsible for the application of the provisions of these bylaws.
Article 7	The Dean of Graduate Studies may decide on any matter not expressly stipulated in these bylaws.