

Student Vacation & (revised Sept 2026)



Leave Policy

1. Purpose

Atlantic Canada Language Academy (ACLA) recognizes that students may need time away from their studies. This policy ensures that vacations and leave are planned appropriately while students maintain regular attendance and academic progress.

2. Vacation and Breaks

Students may have the following types of breaks:

- **Scheduled School Breaks:** Breaks included in ACLA's official academic calendar, such as the Christmas/New Year closure.
- **Student Vacation:** Time requested by a student during their program and approved by ACLA.
- **Unplanned absence:** Includes illness or family emergency.
- **Unauthorized Absence:** Any absence that has not been approved in advance.

3. Vacation Guidelines

Program length	Recommended approach
Up to 12 weeks	Normally <u>no planned vacation</u> during the program; vacation should be taken before/after the program
13–24 weeks	Short <u>vacation may be approved</u> , subject to academic schedule
25–39 weeks	Vacation <u>may be scheduled</u> , subject to ACLA approval
40+ weeks	Vacation <u>may be scheduled</u> according to ACLA's long-term vacation structure

For students in longer programs, ACLA following IRCC guidelines may allow **up to 10 weeks of vacation if students are studying 40+ weeks**, in accordance with ACLA's program structure.

New as of September 14, 2026 - Vacation must be planned with **at least four weeks of study between extended vacation periods** of 5 study days or more.

For example, if a student takes 3 weeks off, they are required to return and study for a minimum of 4 weeks before taking another break.

Shorter programs may have less or no vacation during the program, depending on their length and academic schedule. If a student is studying and Canadian holidays occur, they will follow the schools' hours of operation.

4. Notice period required for absence

- **1–4 school days requested break:** Notify your teacher at least 1 day in advance. This includes sudden illness, medical appointments or unplanned absence. (No deferral of studies, part of your normal attendance to maintain 80% or above.)
- **5–10 school days:** Request at least **7 days in advance**. (may defer studies if approved) Generally this covers most requests.
- **More than 10 school days:** Request at least **4 weeks in advance**. (When approved, studies are deferred to extend the end date based on the length of leave.) An example would be summer break for parents with children studying in NS public schools.

All vacations must be **approved before the student is absent**, if a study deferral is needed. Students should not make non-refundable travel arrangements before receiving approval.

5. Academic Progress

Students are expected to maintain regular attendance and make satisfactory academic progress. 80% minimum attendance. Students below this will not have additional time off approved.

An approved vacation does not waive missed academic requirements. If necessary, the student's program completion date may be adjusted to allow the student to complete the required studies.

6. International Students

Students holding a Canadian study permit must continue to meet all **IRCC study-permit conditions**.

ACLA's student vacation policy does **not** give students automatic access to vacation time. Any approved leave must comply with applicable IRCC requirements, including the **current maximum for an authorized leave**. Students are responsible for understanding how a vacation or leave may affect their immigration status.

IRCC - <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/while-you-study/study-permit-conditions.html>

7. Approval

ACLA may approve, modify, or decline a vacation request based on factors such as:

- Attendance above 80% (your requested days off must also follow guidelines)
- Academic progress
- Program schedule
- Length and timing of the requested vacation

ACLA will maintain records of approved vacations and leaves. Students must adhere to this policy, or their attendance will be marked as absent for missed days.

ACLA is required to report absences to IRCC upon request and audits, Study permits were issued with a PAL, all policies and updates by IRCC will be followed.

Important: ACLA's vacation allowance is an institutional policy and should not be represented as an IRCC or Languages Canada requirement.