



## Annex: Information for the parent, translated from The Hague Municipality website

Please note that this is not an official translation. Please refer to PDF handbook titled 'Alles wat u moet weten over luxeverzuim en verlof' (pages 9 and 10), which can be found at the below link:

<http://www.denhaag.nl/home/bewoners/to/Verlof-van-school-aanvragen.htm>

The Director approves leave for up to ten school days. More than ten school days can only be decided by the Attendance Officer of the municipality where the child resides.

### *What constitutes pressing circumstances?*

- Relocation (maximum 1 school day)
- Wedding - blood relative (in the Netherlands up to 1-2 school days, abroad up to five school days)  
Type of evidence: wedding card or copy of the marriage certificate
- Severe life-threatening disease with no prospect of recovery of relative - direct blood relative or marriage to the 3rd degree (no maximum term)  
Type of evidence: medical certificate or letter from a doctor
- Death of relative (blood or through marriage). In the 1st degree up to 5 school days; the 2nd degree a maximum of 2 school days; the 3rd and 4th degree up to 1 school day. Abroad: 1st – 4th degree up to 5 school days  
Type of evidence: funeral card or copy of the death certificate
- 12 ½, 25-, 40-, 50- and 60- year (wedding) anniversary of parent (s) /guardian (s) or grandparents.  
Maximum 1 school day

First degree	Parents or Guardians
Second degree	Brothers, Sisters and Grandparents
Third degree	Uncles, Aunts and Great Grandparents
Fourth degree	Cousins, Great Aunts/Uncles

### *In addition, the following applies:*

- Applications must be handed in to the Director / Attendance officer at least eight weeks prior to departure. Valid reasons must be given in the event that this does not take place.
- Conditions may be imposed before leave is granted e.g. showing of certain documents upon return, such as a marriage certificate.
- The approval or denial must be given in writing. The director /attendance officer needs to give the reason for denying leave.
- Leave should always be kept as short as possible.
- You need to account for the whole time that you are requesting the leave .
- Leave for **serious conditions** can be granted in the first two weeks after the summer holidays.



***Leave will not be granted in the following circumstances:***

- Schedule of the employer of the parent (s).
- Family and friends visiting from abroad or a visit to the country of origin.
- Cheap tickets in low season.
- Because tickets are sold out and there are no more tickets during the holiday period.
- Leave for a child to coincide with the school holidays of another sibling.
- Activities of organizations, such as scouting or football camp.
- Earlier departure or later return due to the busy period, or unforeseen travel delays.
- World Travel and sabbaticals.