

CIC Leave Request Policy (2025-2026)

Use the REACH app to submit leave requests

- **ONLY PARENTS** can approve a leave request through the REACH app. Parents must ensure their current email addresses are updated.
- NO emails or messages from the student, siblings, relatives and/or family friends will be accepted
- Only students who submit the Leave Request **BEFORE** the deadline and provide **ACCURATE and COMPLETE** information will be subject to approval
- For ALL overnight leave requests:
 - Students are required to provide **ACCURATE and COMPLETE** information to submit a request through the REACH app, details must include:
 - ✓ Leave Date and Time (**must be within the permitted dates and time**)
 - ✓ Return Date and Time (**before 9:00pm**)
 - ✓ Transportation
 - ✓ Host information (select "Parent" or "Ad Hoc Host")
 - ✓ Destination
 - ✓ Under 16 students must input in "General Notes" section the Name of Adult to pick up and drop off
 - ✓ For overnight stays, students must input in the "General Notes" section: Name of Adult with whom they are staying, full address, phone contacts and email address
 - Any designated school holiday: Under 16 students must be **PICKED UP and DROPPED OFF** by parents or a designated adult with proof of identification
 - Any night regardless of holiday designation: **all students must be PICKED UP and DROPPED OFF** by parents with proof of identification

****For designated overnight leave request dates see the last page.***

Types of leave requests in REACH app

<p>Regular and Public Holiday Weekends during the semester</p>	<p>REACH Leave Request Type: "Weekend Day Pass"</p> <ul style="list-style-type: none"> - is permitted on daily basis on Saturday and Sunday, from 8:00am to 9:00pm for ALL (including Under 16) students with parental approval through REACH email - students must SIGN-OUT at residence front desk with REACH approved request - We encourage you to submit your request by Thursday 11:00pm in case you experience technical challenges <p>Important Note:</p> <ul style="list-style-type: none"> - <i>Students who wish to take a walk in the community during the weekend are required to get a Day Pass IN ADVANCE.</i> - <i>With the Day Pass, students can go in and out of the residence multiple times WITHIN the duration of their approved day passes. However, they must SIGN-IN at the Residence Front Desk with REACH when they finally return to stay in the residences.</i> <p>REACH Leave Request Type: "Weekend Overnight Pass"</p> <p>Designated Public Holiday Weekends only</p> <p>(See the last page for designated overnight leave request dates)</p> <ul style="list-style-type: none"> - must provide host address and contact information in REACH request - requests will be approved through REACH email by <ul style="list-style-type: none"> o (1) parents o (2) Admission and Liaison staff - students must SIGN-OUT at residence front desk with REACH approved request - Under 16 students must be picked up and dropped off by parents or designated adult - DEADLINE: Submit your request by Thursday 11:00pm
---	---

<p>Weekdays & Weekends during school holidays</p>	<p>The holiday leave requests will be open for submission in REACH app 7 days BEFORE the holiday starts.</p> <p>REACH Leave Request Type: <u>"School Holiday Day Pass"</u></p> <ul style="list-style-type: none"> - is permitted on daily basis on from 8:00am to 9:00pm for ALL (including Under 16) students with parental approval through REACH email - students must SIGN-OUT at residence front desk with REACH approved request <p>Important Note:</p> <ul style="list-style-type: none"> - <i>Students who wish to take a walk in the community during the weekend are required to get a Day Pass IN ADVANCE.</i> - <i>With the Day Pass, students can go in and out of the residence multiple times WITHIN the duration of their approved day passes. However, they must SIGN-IN at the Residence Front Desk by REACH when they finally return to stay in the residences.</i> - We encourage you to submit your request 24 Hours BEFORE Leave Date and Time in case you experience technical challenges <p>REACH Leave Request Type: <u>"School Holiday Overnight Pass"</u></p> <ul style="list-style-type: none"> - is permitted throughout the whole break, any duration of stay, from 8:00am to 9:00pm - must provide host address and contact information in REACH request - requests will be approved through REACH email by <ul style="list-style-type: none"> o (1) parents o (2) Admission and Liaison staff - students must SIGN-OUT at residence front desk with REACH approved request - Under 16 students must be picked up and dropped off by parents or designated adult <ul style="list-style-type: none"> • DEADLINE: Submit your request 3 DAYS BEFORE Leave Date and Time
--	---

Important Notes:

Parents who are present physically in Canada can pick up their children themselves on any weekend.

ONLY students who submit the "Day Pass" Request with ACCURATE DATE and TIME for approval will be allowed to leave the residence.

ONLY students who submit the "Overnight Leave" Request with ACCURATE and COMPLETE contact information, address and email address for approval will be allowed to leave the residence.

Public Holidays, School Holidays & Designated Overnight Weekends 2025-2026

- **Labour Day long weekend (August 29 – September 1, 2025)**
 - Day Pass begins Saturday 8:00am to 9:00pm daily, and ends Monday 9:00pm
 - **Designated Overnight leave** begins on August 29 Friday 6:00pm (leave from the residence), and ends on Monday 9:00pm
- **Thanksgiving long weekend (October 10 – 13, 2025)**
 - Day Pass begins Saturday 8:00am to 9:00pm daily, and ends Monday 9:00pm
 - **Designated Overnight leave** begins on October 10 Friday 2:00pm (leave from the residence) and ends on Monday 9:00pm
- **Christmas and New Year holidays (December 8, 2025 – January 4, 2026)**
 - Day Pass begins December 6 Saturday 8:00am to 9:00pm daily, and ends Sunday (Jan 4, 2025) 9:00pm
 - **Designated Overnight leave begins** on December 6 Friday 6:00pm (leave from the residence) and ends on Jan 5 Monday 9:00pm
- **Family Day long weekend (February 13 - 16, 2026)**
 - Day Pass begins Saturday 8:00am to 9:00pm daily, and ends Monday 9pm
 - **Designated Overnight leave begins** on February 13 Friday 6:00pm (leave from the residence) and ends on Monday 9:00pm
- **March Break holidays (March 16 - 20, 2026)**
 - Day Pass begins Saturday (Mar. 14) 8:00am to 9:00pm daily, and ends Sunday (Mar. 22) 9pm
 - **Designated Overnight leave begins** on March 13 Friday 6:00pm (leave from the residence) and ends on March 22 Sunday 9:00pm
- **Easter long weekend (April 2 - 6, 2026)**
 - Day Pass begins Friday 8:00am to 9:00pm daily, and ends Monday 9:00pm
 - **Designated Overnight leave begins** on April 2 Thursday 6:00pm (leave from the residence) and ends on Monday 9:00pm
- **School Break holidays between Winter and Summer Semesters (May 8 - 13, 2026)**
 - Day Pass begins May 8 Friday 8:00am to 9:00pm daily, and ends Wednesday (May 13) 9:00pm
 - **Designated Overnight leave begins** on May 8 Friday 6:00pm (leave from the residence) and ends on Wednesday (May 13) 9:00pm