



CENTRUM VOOR LEVENDE TALEN cvo
 Dekenstraat 4 bus 4014, 3000 LEUVEN, België
 016 32 56 61
 clt@kuleuven.be

In samenwerking met KU Leuven

Name:

.....

First name:

.....

CLT-student nr.:

Application for documents for **PAID EDUCATIONAL LEAVE**

to be completed by the applicant and to be returned to the CLT office

Wet van 22 januari 1985 en uitvoeringsbepalingen bij K.B. van 23 juli 1985, waarbij aan de werknemers Betaald Educatief Verlof wordt toegekend met het oog op hun sociale promotie.

Name + first name:

Born in (city & country) **on**

Address: Street and No:

Postal code and town:

During the academic year **2019-2020**, he/she will take classes of:

<u>Language</u>	<u>Level</u>	<u>Group</u>
.....

Date of registration for the course:

Duration of the school year/training

School year: Monday 23 September 2019 to Saturday 30 May 2020

1st semester: Monday 23 September 2019 to Saturday 25 January 2020

2nd semester: Monday 27 January 2020 to Saturday 30 May 2020

Examination periods: 13 -25 January 2020 (all groups) + 18 May - 30 May 2020 (2nd semester and year courses)

More information on www.clt.be – practical information – Paid educational leave

Important! Each absence must be justified within the week by means of a CLT absentee justification form available from the CLT office or the lobby, and accompanied by an attestation by the employer or doctor. An absence is only legal for reasons given in the “employee duties” in the regulations of the Federal Government Service for Employment, Labour and Social Dialogue (F.O.D. Werkgelegenheid, Arbeid en Sociaal Overleg).
 (see www.clt.be – practical information - Absences)

Leuven, 20.....

Signature of the applicant:

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