



Principals' Training Center  
*PTCnet Survey*

**Topic** Personal days for recruitment fairs

**Query** Is there a policy for international teachers receiving personal days to go to international job fairs in the last year of the contract?

**Date** January 2011

**Query Submitted and collated by** Dawn E. Lee, Principal, AHIS

**Total number of responses** 36

**Individual responses**

<b>Name of School</b>	<b>Are personal days part of school policy</b>	<b>Are days given for recruitment fairs to international teachers</b>	<b>Add. comments</b>
The American International School of Lusaka	5 days	2 personal days per year	
Munich International School	2 days (paid) w/resignation if notice is given by school up 4 days can be given	1 personal day per year	
Morrison Academy		3 personal days per year (non accruable)	Can use for any reason
ISB	Up to 5 days leave for job fairs		Personal days are standard in international school circuit
International School of Beijing	2 days for up to 2 years of employment 3 days for 3-4 years of employment 4 days for 5 or more years employment		Full time employment
International School of	5 days recruitment	No personal days	Anytime during



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Tanganyika	leave		tenure Can be added to holidays. Do not have to take consecutively
Western Academy of Beijing	5 days	No personal days, but can take 2 business days	5 days only once during work tenure
Yokohama International School	3 recruitment days	3 personal days	
Hokkaido International School	Flexible around job fairs	2 personal days per contract	
Nishimachi International School		5 personal emergency days	Can be used recruiting
EIS	2 additional days during last year to attend fair	2 personal days	
International School of Luxembourg	Additional days for fairs (no more than 2)	2 personal days	Use as needed; additional days given if school is informed
Chinese International School		2 personal days per year	Can use for recruiting
SEISHN		2 personal days a year	may give extra days depending on circumstance
International School of Ouagadougou	Up to 5 days for job fairs		
American School of Valencia	No paid leave given but take unpaid leave	2 personal days	Can take as needed
The American School of Doha	5 days recruitment leave		Informed not signing new contract
ASB India	5 days at end of contract	3 days personal	3 personal plus 2 extra for recruitment (total 5)
YCIS Beijing	2 personal days for recruitment (unpaid)		Per 2 year contract
Colegio Americano de Torreon	4 days per contact (paid)		
Cedar International School		2 personal day	Can be used for job fairs. Personal days per government mandate



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American School of the Hague	3 for job fairs	1 personal + 1 business day a year	Personal days cannot be used directly before or after a break or a long weekend
International School of Kuala Lumpur		2 personal days + 3 special days	Personal days and special days can be used for recruiting
American International School Bucharest	3 days in addition to normal personal leave (in Europe) 5 days if recruiting to another continent		After serving 3 years
Casablanca American School	5 recruitment leave days		
Escuela Americana El Salvador		10 days sick leave (2 can be used as personal days)	Personal days can be used to attend job fairs. Director can allow more sick days to be used for personal days
American School Warsaw	5 days recruitment leave		At end of contract; separate from personal days
UNIS	3 days (paid) (personal leave cumulative to max. of 7 days) one time recruitment leave	3 days personal leave	Not added to holiday/vacation leave or in August, May or June. Pre approval needed
Angelo American School Moscow & St Petersburg	3 days recruitment leave	2 personal days per year	Can be combined to equal 5 recruitment days
SMIS	2 days per contract		
Qatar Academy	5 days recruitment		At end of contract
Zurich International School	3 days (paid)		Can be used for personal issues. Can be increased
Dubai American Academy	3 emergency days for recruitment prior to completion of 2 year contract. At completion of 2 year contract 3		



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	emergency days +1 admin day. At end of 4 <sup>th</sup> year 3 emergency days + 2 admin days		
IST Africa	3 interview days per contract		During final contract year
American International School Johannesburg	Bank personal days to use up to 10 for recruitment		Announce leaving at end of school year
ISC	2 days for overseas hires		Completed contract

All responding international schools have some form of recruitment leave (some can take personal days for this leave). Many have additional personal days for employees.