

Student Self-Authorised Absence (SAA) allowance

Full-time students receive a rolling allowance of 5 SAA dates per 12 weeks

(up to a maximum of 15 SAA says per academic session)

How does rolling allowance work?

The system will keep track of the total number of SAA days you have used and deduct it from your allowance to calculate the number of remaining SAA days you can still use at any point of time. This information is displayed at the top of your self-certification page.

Here's an example, illustrated in the table below, which explains how it works:



SAA allowance

5 dates in any 12-week period
(up to a maximum of 15 days per academic session)

Calendar week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	...
Student absence: SAA day(s) used		1				2		2													
Absence day(s) are deducted from the SAA allowance for 12 weeks starting from each day an SAA has been used		-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1								
						-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2				
								-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2	-2		
Total number of days deducted from SAA allowance		-1	-1	-1	-1	-3	-3	-5	-5	-5	-5	-5	-5	-4	-4	-4	-4	-2	-2		
Remaining days of SAA which can still be used	5	4	4	4	4	2	2	0	0	0	0	0	0	1	1	1	1	3	3	5	

A full-time student submits SAA to cover 1 day absence in week 2. This deducts 1 day from his SAA allowance for the next 12 weeks, that is from week 2 until week 13. The same student uses 2 more SAA days in week 6. This deducts 2 more days from his SAA for the next 12 weeks, that is from week 6 until week 17. This means that the student has a total of 3 days deducted from his allowance at this point in time, and therefore has 2 remaining SAA days which he can currently use. In week 8, the student uses another 2 SAA days. Here again, this deducts 2 more days from his allowance and therefore, at this point in time, the student does not have any SAA day he can use. The student will have to wait until week 14, that is 12 weeks after he used his first SAA day on week 2, to have 1 SAA day back in his allowance. Then, in week 18, 12 weeks after week 6 when he used another 2 SAA days, he will have 2 additional SAA days back in his allowance so a total of 3 SAA days he can use, and so on...