

# Scheduled/Unscheduled Breaks (Authorized Leave) for International Students



## Scheduled breaks in academic programs (can work full-time if eligible)

The scheduled break **must be part of the DLI's academic calendar** (for instance, winter and summer holidays, reading week). The break is a firm break, not a break that a student chooses to take for example. Each regularly scheduled break should not be longer than 150 days. The maximum cumulative duration of scheduled breaks is 180 days per calendar year.

See Algonquin's Academic Calendar here:

[algonquincollege.com/ro/academic-calendar](http://algonquincollege.com/ro/academic-calendar)

International students who are eligible, **can work full-time during their scheduled break(s)**. Refer to the Academic Calendar above for the start and end dates of terms.

## Intensive programs (can work up to 20 hours per week - if eligible)

Some intensive programs may not have regularly scheduled breaks. Students participating in such programs may **work a maximum of 20 hours per week** during the entire program of study, if eligible.

## Authorized leave / Leave from studies - A break that is not scheduled (not eligible to work)

A break that is not scheduled, is considered to be authorized leave. Authorized leave is supported by IRCC for a number of different reasons, for up to 150 days. International students are not authorized to work during a break that is not scheduled. If the leave exceeds **150 days then it could impact a future post-graduate work permit (PGWP)**.

See more about the eligibility requirements for the PGWP here:

[canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility.html?\\_ga=2.1648310.606499430.1513350442-106144711.1511556226](http://canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/eligibility.html?_ga=2.1648310.606499430.1513350442-106144711.1511556226)



## Most Up-to-Date Information

For the most up-to-date information about Immigration, Refugee and Citizenship Canada (IRCC), please refer to the IRCC web site at: [canada.ca/immigration](http://canada.ca/immigration) or call them at **1-888-242-2100**. It is the international student's responsibility to know the rules and regulations that apply. See the conditions of a study permit holder here:

[canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html](http://canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html)

## International Education Centre (IEC)

The IEC is located in room C021.

On-campus services are by appointment only.

Current international students can send immigration related questions using our **Ask the International Education Centre case system**. Students may also book a face-to-face or virtual meeting. Click here to get in touch or book an appointment with us. [algonquincollege.com/international/how-to-contact-us](http://algonquincollege.com/international/how-to-contact-us)

You may also wish to visit our events calendar to register for upcoming immigration workshops and more. Visit [algonquincollege.libcal.com/calendar/international/?cid=7448&t=m&d=0000-00-00&cal=7448&inc=0](http://algonquincollege.libcal.com/calendar/international/?cid=7448&t=m&d=0000-00-00&cal=7448&inc=0) for more information.

IEC office work hours are from Monday to Friday from 8:30 am to 4:30 pm excluding holidays - unless otherwise specified.

## IMPORTANT

Studies must be the priority for international students in Canada while on a study permit.

You can only start working in Canada when you start your study program. You can't work before your studies begin.

Be sure to let your academic department know that you are planning to take a break. Your program coordinator will need to approve your return to your program. Keep any email correspondence about the approved leave from your academic department - if needed in future.

Learn more about **authorized leave** here:

[canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html#s01.1](https://canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare-arrival/study-permit-conditions.html#s01.1)

and **leave from studies** information here:

[canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/assessing-conditions.html#leave](https://canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/assessing-conditions.html#leave)

According to IRCC, if a student in Canada does not resume their studies within 150 days, they should do either of the following:

- change their status (that is, change to **visitor status** or **worker status**)
- leave Canada

If they do not change their status or leave Canada, they may be considered non-compliant with their study permit conditions.

**Non-compliance** with study permit conditions or the act of working without authorization may result in enforcement action. It may also negatively affect future applications made under the Immigration and Refugee Protection Act and the IRPR. It is possible that taking too much time will interfere with the PGWP eligibility.

**In order to work off campus**, students who are eligible must hold full-time status during the academic session **before and after** their regularly scheduled break.

More about this is found here:

[canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html#scheduled-breaks](https://canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/campus-work.html#scheduled-breaks)

Information below is also found at this web page.

## Maximum duration of a regularly scheduled break

If an institution allows for back-to-back scheduled breaks, thus creating a break period longer than 150 consecutive days, students are **only eligible** to work off campus during the first 150 consecutive days. They cannot work for the entire break if it is longer than 150 consecutive days.

More information is found at the website address above.

Considering all regularly scheduled breaks, students may only work off campus on a full-time basis for a **total of 180 days** during each calendar year.

## Full-time or part-time course load during a regularly scheduled break

Students who are enrolled full time during the academic sessions before and after a regularly scheduled break and who decide to undertake a full-time or part-time course load during that regularly scheduled break are eligible to work off campus on a full-time basis. If a program of study does not provide for a regularly scheduled break and a student creates their own break in a program, it is considered a leave from studies, rather than a regularly scheduled break.

## Off-campus work and completion of a program of studies

Students who have not applied for a subsequent study or work permit or a program of study may work off campus on a part-time basis if the following applies:

- they meet the eligibility criteria to work off campus [R186(v)]
- they have completed the final academic requirements for their program of study but have not yet received written confirmation of program completion from their institution (for instance, a transcript, an official letter or an email)
- they have not applied for a work permit (for instance, a post-graduation work permit or a work permit with a valid Labour Market Impact Assessment) or a study permit extension or enrolled in a subsequent program of study

**Students who have completed a program of study and will be starting a new program of study within 150 days of receiving a written confirmation of program completion from their current institution** may work off campus on a full-time basis until the start of their new program if the following applies:

- they meet the eligibility criteria to work off campus [R186(v)]
- they have received written confirmation of program completion from their current institution (for instance, a transcript or an official letter)
- they have submitted an application to change conditions, extend their stay or remain in Canada as a student before their current study permit expired, or they still have a valid study permit
- they have been issued a letter of acceptance to a subsequent program of full-time study at a DLI and will be starting the new program within 150 calendar days of receiving a notification of program completion from their current institution

If the new program of study starts more than 150 calendar days after the first date they receive written confirmation of program completion from their current institution, the student is eligible to work off campus only during the first 150 consecutive days after the first date they receive written confirmation of program completion.

## Important! As of January 10, 2022

When applying for a PGWP students MUST include documentation from their DLI if the student took authorized leave. The documentation must reflect that the authorized leave was approved by the DLI. If you take authorized leave, it is your responsibility to keep email communication with your program coordinator or academic department confirming that the leave is authorized as you **must** include it. The IEC recommends that you include your own letter of explanation (if applicable), with your PGWP application. It is recommended that you use your Aclive email when communicating by email with your academic department about authorized leave.

More about documentation required to support authorized leave when applying for your PGWP is found here:

[canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program/eligibility.html#leave\\_from\\_studies](https://canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/temporary-residents/study-permits/post-graduation-work-permit-program/eligibility.html#leave_from_studies)

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### Work Hours

Monday-Friday, 8:30 a.m.-4:30 p.m.

**Algonquin College of Applied Arts and Technology**  
1385 Woodroffe Avenue  
Ottawa, ON K2G 1V8  
Canada

### Ways to Connect

[algonquincollege.com/international/how-to-contact-us/](https://algonquincollege.com/international/how-to-contact-us/)