

LEAVE of ABSENCE

Reviewed Nov/Dec 2013 (Tracy/Donal)

ACTION

1. To ensure that all staff are aware of the application process for leave without pay.
2. To ensure that all leave applications are treated fairly and equitably.
3. To maintain appropriate staffing levels.

GUIDELINES

1. No staff member is entitled to leave as of right, other than that in the relevant contract.
2. **Leave of absence for five days or less**
 - a. The Principal is delegated the authority to grant leave applications of up to five days.
 - b. In making decisions the Principal will consider the following:
 - The reason for application
 - The frequency of requests from that staff member
 - The effect of granting a request on the running of the school
 - The time of year
 - The appropriateness of the length of leave
 - No cost implications to the school
 - c. In responding negatively to a request for leave the Principal will provide a reason for denial.
3. **Leave of absence for more than five days**
 - a. All applications must be submitted in writing to the Principal in the week prior to a monthly board meeting.
 - b. The Board will consider all relevant issues including the matters set out in 2b.
 - c. Applicants who are seeking leave of one term or over must have served at the school continuously for at least 5 consecutive years.
 - d. Leave with or without pay will be at the discretion of the Board.
 - e. A decision will be made in a manner that is consistent, fair and equitable.