LEAVE POLICY

Policy No.2.4

Rationale

The school principal has the responsibility for managing all leave and leave requests, as well as ensuring the smooth and efficient operation of the school.

Aims

- To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the daily organisation and administration of the school.
- To ensure discretionary leave is granted on a fair, reasonable and equitable basis.

Guidelines for Implementation

- Leave may be an entitlement (e.g.: Family Leave), or may be awarded at the discretion of the principal (e.g. Bereavement Leave).
- Leave may be paid or unpaid.
- The principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through ‘edupay’ (online pay system) or in consultation with the principal.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning.
- Applications for Long Service Leave must be in writing and also entered on ‘edupay’. The request letter should be received by the principal at least 2 terms in advance. Extended leave of more than 4 weeks should be requested in November the year before the leave is to be taken as this may impact class placement the following year.
- Staff taking sick leave will notify the Assistant Principal as early as practicable.
- The Assistant Principal and Principal will make provision for replacement staff and higher duties where appropriate.
- In determining whether leave may be granted, the Principal will consider:
  - Whether the leave is discretionary or mandatory.
  - The impact the granting of the leave will have the operations of the school.
- The entitlement of the staff member to the leave for which they have applied.
- The order of leave applications.
- Availability of replacement staff.
- Previous leave record.

- All periods of extended leave will be reported monthly to School Council.

**Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle.

**Reference:**