

## **POLICY: STAFF LEAVE**



### **PURPOSE:**

- 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.

### **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 as well as budgetary issues.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through verbal requests to 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 should be received by the principal at least one full term in advance.
- Staff taking sick leave will notify the casual relief coordinator as early as practicable.
- The 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 on the operations of the school.
  - The financial impact of the leave and the school's budgetary situation.
  - 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 necessary.