

LEAVE POLICY

1. Rationale:

- 1.1 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.

2. Aims:

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

3. Implementation:

- 3.1 Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the Principal (eg: Bereavement Leave).
- 3.2 Leave may be paid or unpaid.
- 3.3 The Principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
- 3.4 Leave is granted subject to a variety of legislative requirements.
- 3.5 Information about leave entitlements can be obtained by staff through verbal requests to the Principal. Individual leave balances may be viewed on DEECD's eduPay.
- 3.6 Staff seeking discretionary leave must apply in writing to the Principal as early as possible to assist with forward planning. The Principal will approve or not approve discretionary leave based on legislative requirements and school needs.
- 3.7 Applications for Long Service Leave must be in writing, and should be received by the Principal at least 2 full terms in advance.
- 3.8 Any forms of leave must also be lodged on eduPay.
- 3.9 Staff taking sick leave will notify the Principal as early as practicable.
- 3.10 The Principal or Assistant Principal will make provision for replacement staff.
- 3.11 In determining whether leave may be granted, the Principal will consider: -
 1. Whether the leave is discretionary or mandatory.
 2. The impact the granting of the leave will have on the operations of the school.
 3. The entitlement of the staff member to the leave for which they have applied.
 4. The order of leave applications.
 5. Availability of replacement staff.
 6. Previous leave record.
- 3.12 It is preferred that staff members seeking extended Long Service Leave not be appointed to teach a Preparatory or level 4 group.
- 3.13 All periods of extended leave will be reported monthly to School Council.

4. Evaluation:

- 4.1 This policy will be reviewed as part of the school's three-year review cycle. Passed by School Council 17th June 2013.