

## STAFF LEAVE

### RATIONALE:

The granting of leave is a condition of being a good employer.

### PURPOSE:

- 1 The BoT will recognise their obligations as an Equal Employment Opportunities employer
- 2 To follow relevant employment agreements and legislation
- 3 To provide consistency in the granting of leave where it is discretionary
- 4 To maintain individual records of all staff leave taken and remaining entitlement
- 5 To maintain consistency of learning programmes.

### GUIDELINES:

- 1 The BoT will observe the current agreements. Leave with pay will be considered by the Board in accordance with these.
- 2 The BoT has discretion in granting:
  - a Special leave with pay
  - b Special Leave without pay
  - c Study Leave
- 3 Applications for leave will not be unreasonably withheld. All decisions made will be fair, equitable and consistent.
- 4 Long Term leave cannot be applied for, for a period of 2 years after the return from previous long term leave.
- 5 All leave is to be approved by the BoT before finalising any arrangements.
- 6 The Principal has authority to approve leave applications up to a duration of 5 days on full pay or in special cases longer. The BoT will consider applications for longer periods
- 7 The Principal will report to the BoT on all staff leave applied for through in committee.
- 8 Except in cases of sudden illness, or accident, no teacher shall be absent from duty without the authority of the Principal, or the BoT.
- 9 The Principal has the responsibility of appointment of the required relievers.
- 10 All support staff are covered by relevant agreements and legislation

**Reviewed: Term 2 2018**

.....Chairperson, BOT

**Review date: Term 2 2021**