



STAFF LEAVE POLICY

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.

Purpose

- 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

- Leave will be granted in accordance with entitlements set out in relevant Agreements or Awards;
- Unpaid leave may be granted at the discretion of the Principal;
- The principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school;
- Staff seeking discretionary leave must apply in writing to the Principal as early as possible to assist with forward planning;
- Information about leave entitlements can be obtained by staff by accessing edupay;
- Applications for Long Service Leave must be in writing and should be received by the Principal at least two full school terms in advance;
- Staff taking personal leave will notify the Principal 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 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.
- It is preferred that staff members seeking extended Long Service Leave not be appointed to teach Foundation (Prep) or Year 6 class (if leave is planned for Term 4);
- Personal leave is to be entered onto edupay within 7 days. If not entered within the time frame the leave will be entered by the Business Manager as Leave without Pay;
- Staff will not be granted leave if the leave requires them to be absent leading up to or during critical times related to their role (i.e. reports, grant submissions, End of Financial Year, PSDMS reporting and applications, etc);
- The Principal may grant leave that does not follow the guidelines at his/her discretion.

Evaluation

This policy was ratified by School Council in September 2016.

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