

POLICY ON TEACHER LEAVE OF ABSENCE

POLICY STATEMENT

The school recognises that there may be value in staff members being able to take short or long term leave for personal and/or professional enrichment, and as such the Board of Trustees will endeavour to grant such leave wherever it is practicable and appropriate to do so. The Board of Trustees delegates decisions about leave to the Principal.

PURPOSE

To allow staff the opportunity to apply for leave while at the same time safeguarding the smooth running of the school and the right of the students to a quality education.

GUIDELINES

Leave covered by any employment contract shall be automatic.

Leave not covered by an employment contract shall be at the discretion of the Principal.

SHORT TERM LEAVE

Short term leave shall apply to all leave of less than one term duration.

1. Leave applications, where possible, should avoid dates of parent-teacher interviews.
2. Special leave (i.e. not covered by the award) would usually be **Leave Without Pay**.

LONG TERM LEAVE

Long term leave shall apply to all leave of one term or greater.

1. All applications for special LWOP in excess of one term will be considered on the merits of each case and after consultation with the Principal.
2. A range of factors will be taken into account wherever long term leave is applied for. The range of factors could include:
 - The need or purpose of the long term leave
 - Length of service
 - Seniority
 - Frequency of applications for long term leave
 - The ability to find a replacement

PROCEDURE

Applications for short term leave should be applied for in writing to the Principal at least one week prior.

Applications for long term leave should be made at least one term in advance through the Principal.

Requests for Leave With or Without Pay may be granted at the discretion of the Principal based on the above criteria and other relevant factors.

If staff wish to appeal the decision made by the Principal, they may do so through the School Complaints process.