

STAFF DISCRETIONARY LEAVE POLICY

SPOTSWOOD COLLEGE



Rationale

Staff may request leave of absence for purposes other than those provided for in their employment agreements. The policy reflects the Board's intention of ensuring a balance between smooth management of the school, pupil welfare and staff requests, while at the same time recognising its statutory duty to be a good employer.

Purpose

To maintain adequate staffing of the school at all times.

Guidelines

1. Unless there are special circumstances all applications for leave, with or without pay, are to be made on the approved form, at least 30 days prior to leave being required, and handed to the Principal.
2. All applications for discretionary leave for up to 5 school days in any year may be granted by the Principal.
3. An application may be declined if in the opinion of the Principal or Board of Trustees it affects the smooth running of the school.
4. Discretionary leave for greater than 5 school days may be granted by the Board of Trustees according to the following guidelines.
 - (a) On receipt of the leave application on the approved form the Principal will discuss with the Personnel Committee who will make a recommendation to the Board of Trustees.
 - (b) In general leave will be granted only once every three years of continuous service.
 - (c) Applications from staff who have served continuously in this school for three or more years will be given priority.
5. Discretionary leave will be limited to a maximum of 12 months unless there are exceptional circumstances.
6. Nothing in this policy will restrict the Principal (less than 6 days) or the Board of Trustees from granting discretionary leave. Each application will be treated individually and on merit.
7. In approving any application for discretionary leave the Principal and Board of Trustees must act within any relevant employment contract provisions and within funding arrangements applying to the school.

Conclusion

This policy provides clear guidelines for staff that are fair to all.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 30 November 2015

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: November 2018

Reviewed Date: _____ Signed for B.O.T. _____