

Sawyers Bay School

Staff Discretionary Leave Policy



1 Rationale

From time to time staff members may request leave from school either for reasons contained in their collective contract or for reasons other than those covered. It is important that all applications be treated fairly and equitably.

2 Purposes

- 2.1 To ensure that all staff are aware of the application process
- 2.2 To ensure that all leave applications are treated fairly and equitably
- 2.3 To maintain appropriate staffing levels

3 Guidelines

- 3.1 No staff member is entitled to discretionary leave as of right
- 3.2 Staff should consult the relevant collective contract prior to submitting an application.
- 3.3 All applications for discretionary leave must be submitted in writing to the principal.
- 3.4 The Principal is delegated authority to approve discretionary leave in emergencies. Non-urgent applications require Board consideration.
- 3.5 The Principal is delegated the authority, subject to ratification by the Board, to grant leave applications of up to 5 consecutive days.
- 3.6 Consideration of discretionary leave applications will be undertaken using the following criteria:
 - it is not possible for leave to be taken during school vacation time;
 - there is demonstrable benefit to the school;
 - classes are not unduly disrupted;
 - suitable relief can be obtained;
 - frequency of applications by the staff member making the application;
 - the staff member has had a period of satisfactory performance.
- 3.7 Applicants who are seeking leave of one term or over must give at least three months' notice.
- 3.8 It would assist the Board, in consideration of applications for long-term leave, if the applicant could give an assurance that they would confirm, by an agreed date, their intention to return to their position at the completion of their period of leave (e.g. Request for Leave for a full calendar year: confirmation, by mid Term Three, of intention to return for the beginning of the following school year)
- 3.9 All decisions will be made in a manner that is consistent, fair and equitable, and have regard to the factors outlined in 3.6 above. This will include consideration of whether any leave granted is with or without pay.

Effectiveness Review

1. This policy will be reviewed annually in accordance with the Board's self-review timetable.
2. The review process will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members.

Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Signed.....
(Principal/BOT Chairperson)

Date