



## **DISCRETIONARY LEAVE GUIDELINES**

### **RATIONALE**

These guidelines do not deal with non-discretionary leave, provisions for which are covered in the employees contracts. Approval for discretionary leave will not be unreasonably withheld, but it must be recognised that the needs of the students, the maintenance of curriculum programmes and operational requirements of the school will be taken into account when the Board considers any application. Discretionary Leave may be with or without pay.

### **PURPOSES**

1. To ensure equitable treatment for all staff.
2. To maintain the optimum staffing of the school.

### **GUIDELINES**

1. All staff members should consult their contract before submitting an application.
2. All applications for leave up to five days must be submitted to the principal.
3. Applications for leave more than a week should be made well in advance of the time requested. Notice must be sufficient for the Principal, Board Chair and/or Personnel Rep to meet, and for a suitable reliever to be appointed, if at all possible.
4. When considering discretionary leave, the Principal in his or her recommendation will consider such issues as the running of the school and frequency of requests and will be consistent.
5. All decisions should be made in a manner that is consistent, and that treats staff fairly and equitably.
6. All decisions will be communicated to the applicant in writing and the reasons for the decisions.

Reviewed: June 2017

Next Review: June 2020