



Mernda Primary School 0488

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.

AIMS

- 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.

IMPLEMENTATION

- Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the Principal (eg: Bereavement Leave).
- Leave may be paid or unpaid.
- The Principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through verbal requests to the Principal.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning.
- Applications for Long Service Leave and Leave Without Pay must be in writing and should be received by the Principal at least two full terms in advance. Long Service Leave must be for a period of at least one week or more.
- Leave Without Pay in excess of twelve months, including extending a period of leave, may be granted where the delegate considers this is warranted. In advising an employee of the approval of a period of leave without pay the delegate should ensure that the employee is advised that the leave without pay does not count as service.
- Where the period of leave without pay sought is for less than a school year but spans a school vacation period, the period of leave would normally include the vacation period.
- Employees may also need to seek approval to engage in other employment during a period of leave without pay.
- Staff taking sick leave will notify the Daily Organiser 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 leave is discretionary or mandatory
 - The impact the granting of the leave will have on the operations of the school
 - The entitlement of the staff member to the leave for which they have applied
 - Order of leave applications

- Availability of suitable and appropriate replacement of staff
- Previous leave record.
- It is preferred that staff members seeking extended Long Service Leave not be appointed to teach a Preparatory class or Grade 6.

EVALUATION

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

This policy was last ratified by School Council on	17 th June 2013
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