



LEAVE OF ABSENCE POLICY

AIM

1. To ensure that all staff are aware of the application process for paid leave and leave without pay.
2. To ensure that all leave applications are treated fairly and equitably.
3. To maintain appropriate staffing levels.

GUIDELINES

1. No staff member is entitled to leave as of right, other than that in the relevant contract.
2. **For five days or fewer**
 - a. The Principal is delegated the authority to grant leave applications of up to five days.
 - b. In making decisions the Principal will consider the following:
 - The reason for application
 - The frequency of requests from that staff member
 - The effect of granting a request on the running of the school
 - The time of year
 - The appropriateness of the length of leave
 - c. In responding negatively to a request for leave the Principal will provide a reason for denial.
3. **For more than five days**
 - a. All applications must be submitted in writing to the Principal in the week prior to a monthly board meeting.
 - b. Where the case concerned is termed discretionary leave in the current employment contract, all applications for leave will be treated on their own merits. The Board will consider all relevant issues including the matters set out in 2b.
 - d. Leave with or without pay will be at the discretion of the Board and in accordance with the respective Collective Agreements.

Signed:


Board of Trustees Chairperson

Date:

3/11/2020