



St. Joseph's Catholic School, Grey Lynn

Established 1884

POLICY: DISCRETIONARY LEAVE

PURPOSE

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 to ensure that all applications be treated fairly and equitable, that all staff are aware of the application process and that appropriate staffing levels are maintained.

GUIDELINES

- 1) For five days or fewer:
 - a) The principal is delegated the authority to grant leave applications of up to five days, with or without pay, with due regard to the Primary Teachers Collective Employment Contract.
 - b) In making decisions the Principal will consider the following:
 - i. The reason for application
 - ii. The frequency of requests from that staff member
 - iii. The effect of granting a request on the running of the school
 - iv. The time of year
 - v. The appropriateness of the length of leave.
 - c) In declining a request for leave the Principal will provide a reason for denial.
- 2) For more than five days:
 - a) No staff member is entitled to leave as of right
 - b) All applications must be submitted in writing to the Principal prior to a monthly board meeting
 - c) Staff should consult the relevant collective contract prior to submitting an application
 - d) In considering an application the board will look at all relevant issues listed in Procedure 1b
 - e) Applicants who are seeking leave of one term or over must have served at the school for at least three (3) consecutive years.
 - f) Leave with or without pay will be at the discretion of the Board of Trustees.
- 3) This policy is written in conjunction with the Special Character review

<u>FEBRUARY Review (Even Year)</u>			
COMMENTS (select from): Approved / Ratified / to be amended / to be rewritten			
Year	Comment	Action	Signed
2018		updated	RMSing 05-12-18
2020			
2022			
2024			

This policy will be reviewed according to the Board's Effectiveness Review Programme



 Chairperson

18/12/18

 Date