

Leave Of Absence Policy

Introduction

The Board is obliged to grant the various types of leave as specified in Collective Agreements e.g. sick leave, capping leave, bereavement leave. It also has discretion over the granting of special leave without pay. Staff cannot assume that such leave will be automatically granted.

It is essential that staff discuss proposed leave with or without pay applications before making firm arrangements. In dealing with applications for leave without pay, consideration will be given to the impact on the school including the number of teachers on leave at that time, the timing of the leave and the availability of suitable relieving teachers.

Guidelines

The guidelines below refer to leave not already covered by relevant collective agreements.

Short Term Leave (up to two weeks)

1. The Deputy Principal with responsibility for human resource matters has the authority to grant up to two weeks leave without pay in any one year, for special circumstances, provided that such applications are in writing and include the reason for the leave. Generally, such leave will only be granted to an individual staff member once every three years. Deputy Principals' applications for short term leave are to be dealt with by the Principal. The Principal's application for short term leave will be dealt with by the Board Chairperson and Deputy Chairperson.

Long Term Unpaid Leave (over 2 weeks)

1. **Overseas Travel**
Staff may apply for leave of up to a year for overseas travel. Generally this form of leave will only be granted once every five years (for a full year's leave) and once every three years (for leave of less than a year).
2. **Compassionate Leave**
Up to one month's leave to care for or visit a seriously ill close relative subject to the production of a satisfactory medical certificate concerning the health of the relative.
3. **Study Leave**
Up to one year's leave, once only, may be granted to undertake University study at an advanced level or to undertake final units of a degree provided the course taken for that year is a full time load.
4. **Other Leave**
Leave will be considered on its merits for reasons other than overseas travel, study or compassionate leave.

General Information Relating to Long Term and Study Leave

1. Applications for long term leave are considered by the Board and the Board will make an informed decision to approve or decline the request. These are considered at the monthly Board meeting, such applications should be lodged at least a week before the meeting.
2. The Board requires notice at least three months before the commencement date of long term leave (compassionate leave excluded). Reasonable notice is essential for short term leave.
3. Staff are not to enter into firm travel or other commitments prior to a decision on the leave application having been made by the Board.

4. Where leave has been approved by the Board for any of the reasons covered by the policy and circumstances change so that the reason for the application is no longer valid (e.g. overseas travel arrangements not proceeded with) the Board must be informed immediately and leave will then be reconsidered in the light of the changed circumstances.

Signed for the Board of Trustees

A handwritten signature in black ink, appearing to be 'D. Murphy', written in a cursive style.

26 March 2015

Date Reviewed