

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT - 768 Leave

768 - LEAVE

Responsibility: Principal

This Policy was last ratified by School Council in 2013.

1. PURPOSE:

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.

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.

2. GUIDELINES:

- 2.1 Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the Principal (eg: Bereavement Leave).
- 2.2 Leave may be paid or unpaid.
- 2.3 The Principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
- 2.4 Each form of leave is granted subject to a variety of requirements as outlined in the Victorian Government School Reference Guide.
- 2.5 Staff seeking discretionary leave must apply in writing to the principal as early as possible, to assist with forward planning.
- 2.6 Applications for Long Service Leave must be in writing and should be received by the Principal at least One Term in advance. Long Service Leave will be granted if a replacement can be put in place. Under special circumstances, a single day may be granted as a one off.
- 2.7 Staff taking sick leave will notify the Principal as early as practicable.
- 2.8 The Principal will make provision for replacement staff and higher duties where appropriate.
- 2.9 In determining whether leave may be granted, the Principal will consider: -
 - Whether the 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.
 - The order of leave applications.
 - Availability of replacement staff.
 - Previous leave record.
- 2.10 All periods of extended leave will be reported monthly to School Council. Extended leave is defined as leave that is greater than 4 weeks or ongoing.
- 2.11 The Principal, in consultation with School Council, may vary this Policy if circumstances make it necessary.