



STAFF LEAVE Policy

AIM:

To provide staff with information and protocol regarding all forms of leave, thus assisting the general operations of our school.

GUIDELINES:

1. The Principal is delegated the responsibility of granting the leave and determining in the first instance, when it shall be taken.
2. Advance notice for leave will be appreciated, especially for Leave Without Pay (LWOP) Spouse Leave, Long Service Leave (LSL - two terms notice expected), Elective Surgery, Leave for Defence Force Service, Leave for Interstate Sport Representation, Family Leave, etc.
3. The critical factors in granting leave such as LSL and LWOP are:
 - the personal needs and entitlements of the individual;
 - the effect of the leave on the operations of the school;
 - the availability of suitable replacements.
4. Eligibility for leave will be determined by DEECD guidelines.
*** See 'Schools of the Future Reference Guide - 6.9.'**
5. Documentation of all steps will be kept in the individual applicant's file
- ie. application, eligibility report, approval / rejection.
6. Confidential information, including service history, should only be provided to the Principal and HRMS Personnel Operator.
7. For Study Leave, LSL and LWOP, restrictions will obviously apply to the number of teaching staff on leave at the one time.
Priorities to be considered are: -
 - length of service,
 - last period of leave,
 - compassionate grounds,
 - time at which leave is required,
 - length of leave requested,
 - available replacements,
 - adjustments to curriculum or programs.
8. Current guidelines regarding documentation for leave will apply. eg, Medical Certificates, Death Notices for Pressing Necessity.

This policy was last ratified by School Council in....

April 2008