Rationale:

- 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.

Aims:

- 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.

Implementation:

- Leave may be an entitlement (e.g., Family Leave), or may be awarded at the discretion of the principal (e.g., Bereavement Leave).
- Leave may be paid or unpaid.
- The principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school as well as budgetary issues.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through verbal requests to the principal.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning.
- All time in lieu arrangements for all staff must be approved by the Principal.
- Applications for Long Service Leave must be in writing and should be received by the principal at least 2 full terms in advance.
- Staff taking sick leave will notify the Principal as early as practicable.
- The Principal will make provision for replacement staff and higher duties where appropriate.
- 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 financial impact of the leave and the school’s budgetary situation.
  - 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.
- All periods of extended leave will be reported to School Council.
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<th><strong>Date Implemented</strong></th>
<th>March 2014</th>
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<tbody>
<tr>
<td><strong>Author</strong></td>
<td>Christine Purcell</td>
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<td><strong>Approved By</strong></td>
<td>School Council</td>
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<td><strong>Approval Authority (Signature &amp; Date)</strong></td>
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<td><strong>Date Reviewed</strong></td>
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<td><strong>Responsible for Review</strong></td>
<td>Principal</td>
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<td><strong>References</strong></td>
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