



# ***Marian Catholic School***

## **LEAVE POLICY**

### **Purpose**

The purpose of this policy is to ensure that the accrual and taking of any leave entitlements, or the granting of discretionary leave, is in accordance with legislation, the relevant employment agreements, and the Marian Catholic School core values.

### **Policy**

- 1) All leave entitlements will be treated:
  - a) in terms of the relevant Employment Agreements
  - b) with pastoral care and concern
  - c) with due consideration of cultural requirements
- 2) The Principal has authority to grant leave for leave requests, up to, and including, 14 days. All leave requests in excess of 14 days will require Board of Trustees approval.
- 3) All leave applications covered by this policy will be considered and decisions based on merit and timing to ensure the least disruption to students. Applications shall be submitted in writing to the Principal.
- 4) Where long term leave has been approved by the Board of Trustees, the staff member is required to confirm, to the Principal and Board of Trustees, their intention to return in accordance with their leave plan.
- 5) When returning from long term leave, the employee will return to a position of the same status but may not necessarily be return to their original class level/room.

### **Review**

This policy will be reviewed triennially.

Approved by the Board of Trustees: 12 June 2017

Board of Trustees Chairperson: .....