



## **MARIAN SCHOOL BOARD OF TRUSTEES**

# **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 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. Applications shall be submitted in writing to the principal for applications that are less than 14 days. Applications in excess of 14 days shall be submitted in writing to the Board of Trustees for consideration
- 4) Leave applied for should be taken at a time that causes the least disruption to pupils.
- 5) 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.
- 6) When returning from long term leave, the employee may not necessarily be returned to their original class level/room.
- 7) Resource Teaching Learning and Behaviour (RTLb) and Learning Support Teacher (LST) staff long term leave will only be approved on the recommendation of their Management Committee.

### **REVIEW**

This policy will be reviewed triennially.

### **APPROVED**

14 September 2010

Board of Trustees Chairperson: .....