



## MARIAN SCHOOL BOARD OF TRUSTEES

# LEAVE POLICY

### PURPOSE

The purpose of this policy is to ensure that all staff receive leave entitlements that are provided in the employment agreements and specified in legislation. In addition discretionary leave with or without pay may be granted by the Board of Trustees in special circumstances.

### 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. 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.
3. Leave for up to fourteen days will be granted at the discretion of the Principal.
4. Leave for more than fourteen days will be granted at the discretion of the Principal and the Board.
5. Each application for leave will be considered on its own merit.
6. Leave must be applied for in writing to the Principal and in cases where it exceeds fourteen days, to the Board.
7. Leave should be taken for a period of time that causes the least disruption to pupils.
8. When returning from long term leave, the employee may not necessarily be returned to their original class level.
9. In cases relating to long term leave, the staff member is required to let the Principal and Board know of their intention to return at least one whole term before returning.

### REVIEW

This policy will be reviewed triennially.

**APPROVED** 20 March 2007

Board of Trustees Chairperson: .....