



The Lakes South Morang P-9 School

Leave Policy

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 (eg: Family Leave), or may be awarded at the discretion of the principal (eg: 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.
 - 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
 - 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 Assistant 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 the operations of the school.
 - 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.
 - It is preferred that staff members seeking extended Long Service Leave not be appointed to teach a Preparatory or VCE class.
 - All periods of extended leave will be reported monthly to School Council.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.
- This policy was endorsed by School Council 18th November 2008