THE LAKES SOUTH MORANG COLLEGE

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 (e.g. Family Leave), or may be awarded at the discretion of the principal (e.g. Bereavement Leave).
- Leave may be paid or unpaid.
- Leave Without Pay will only be granted in exceptional circumstances.
- 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 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 by the last day of Term 3 for the following year.
- Staff taking sick leave will notify the Daily Organiser 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 entitlement of the staff member to the leave for which they have applied.
  - The length of leave requested.
  - Availability of replacement staff.
  - Previous leave record.
- It is preferable that staff members seeking leave will not be appointed to teach a Prep 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 on 13/08/19.
The Lakes South Morang College Child Safety Statement:
To thrive, children need a safe and supportive environment at school, at home and in the broader community; no exceptions. At The Lakes South Morang College, we believe meeting the physical and emotional needs of our students is paramount in laying the foundations for a fulfilling future. We pledge to provide an environment that has zero tolerance to child abuse and will strive to work in partnership with our parents and community members to keep our students safe every day, in every way.