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.
- 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 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 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 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.
- 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 21/05/2013