



## DISCRETIONARY LEAVE PROCEDURE

### RATIONALE

- a) To ensure equitable treatment for all staff
- b) To maintain the optimum staffing of the school

### GUIDELINES

#### ***For more than five days***

- a) No staff member is entitled to leave as of right regardless of length of service.
- b) All applications for leave of more than 5 days must be submitted in good time to the Principal in writing, so that the Principal can make a recommendation to the monthly Board meeting.
- c) All staff members should consult the appropriate collective or individual contract before applying.
- d) When considering discretionary leave, the Board and Principal will consider such issues as the provision of a suitable teacher replacement for the period of absence and past leave applications.
- e) In the event of leave more than one term, teachers must have served at the school for a period of 5 years before the Board considers granting leave, except in exceptional circumstances
- f) The Board will decide whether leave will be with or without pay in terms of any relevant awards, contracts, or Ministry advice.
- g) All decisions should be made in a manner that is consistent, and that treats staff fairly and equitably.

#### ***For five days or fewer***

- a) The Principal will be delegated by the Board the authority to make decisions as to the availability of leave and the matter of pay
- b) In making a decision the Principal will consider in particular the following:
  - The reason for the application
  - The frequency of request from the same staff member
  - The effects on the normal running of the school and the teaching of students
  - The time of the year
  - The appropriateness of the length of leave
- c) In responding negatively to any request the Principal will provide a reason for the denial.

This procedure was issued by the Principal August 2022.  
This procedure will be reviewed on / before August 2025.

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PRINCIPAL

25 August 2022  
DATE