



Yendarra Primary School

POLICY

STAFF LEAVE

RATIONALE

The granting of leave under the current employment contracts is a condition of being a good employer. The Board will recognise their obligations to their employees' conditions of service.

PURPOSE

- The Board will recognise their obligations as an Equal Employment Opportunities employer
- To follow relevant employment contracts
- To provide consistencies in the granting of discretionary leave
- To recognise that in some cases the Ministry of Education must give the final approval

GUIDELINES

1. It cannot be assumed that leave will be granted as staff have generous break times.
2. The Board will observe the current Primary Teachers Collective Contracts and other relevant employee contracts. Leave with pay will be considered in accordance with these regulations.
3. The Board of Trustees has discretion in granting:
 - i. Discretionary Leave with Pay
 - ii. Discretionary Leave Without Pay
4. All applications for leave will be considered fairly and equitably.
5. The Ministry of Education must approve leave for some sporting and cultural activities.
6. The Principal has authority to approve applications for special leave without pay for periods of up to three weeks. These provisions apply to permanent and fixed term contract positions.
7. The principal has authority to approve applications for special leave with pay up to two weeks.
8. In granting any leave on pay for up to two weeks the staff member would need to have had exemplary attendance and been employed for five years or more.
9. Except in cases of sudden illness or accident, no staff shall be absent from duty without the authority of the Principal or Board of Trustees for periods longer than five days.
10. Consideration for the impact on the wider school will be considered.

11. If a staff member has excessively used sick leave discretionary leave requests will be affected and may be declined.
12. As soon as a Jury Service letter is received the Principal must be informed so that a request can be made to defer Jury Service until school holidays and not impact on school operations.
13. Like all leave, the principal in the first instance must be informed and a request for leave made.
14. Paid Jury Service leave will be granted provided all payments received for service are reimbursed to Yendarra School in accordance with the Collective Agreement applicable to the employee.