



## Warragul North Primary School

# LEAVE

## Policy

### **Rationale:**

- The school principal has the responsibility for managing all leave and leave requests. The efficient management of leave ensures the smooth 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 as well as budgetary issues.
- 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 extended Long Service Leave (six weeks or longer) must be in writing and should be received by the principal at least two full terms in advance.
- Staff taking sick leave will notify the Principal Class Officers 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 financial impact of the leave and the school's budgetary situation.
  - 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 Foundation class.
- All periods of extended leave will be reported to School Council.

### **Evaluation:**

- This policy will be reviewed as part of the school's five-year review cycle.

### **Resources**

- Victorian Government School Agreement 2017
- Department of Education Personal Leave Guide

This policy was adopted by School Council in November 2013

This policy was amended by School Council in May 2015

This policy was amended by School Council in May 2020