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## DISCRETIONARY LEAVE POLICY

### 1 Rationale

From time to time staff members may request leave from school different to the 'leave of right' entitlement.

### 2 Purpose

2.1 To ensure that all leave applications are treated fairly and equitably.

2.2 To ensure appropriate staffing levels are maintained for the school for the effective operation of the school

### 3 Guidelines

The school is open for instruction for 40 weeks of the year and it is an expectation that staff arrange their holidays for when the school is closed for instruction.

The Principal in consultation with the senior leadership team may grant discretionary leave of up to five days.

#### 3.1 Decision Making Criteria

When making a decision the Board or the Principal will consider the following criteria

- The reason for application
- The frequency of requests from that staff member
- The time of year
- The appropriateness of the length of leave
- Whether the leave unreasonably impinges on the operational requirements of the school (see employment contract), and the effect in granting a request on the running of the school
- The cost to the school
- The availability of suitable relief staff
- The benefits to the school and staff member in granting leave
- The potential disruption to the teaching programme
- Any other circumstances that are particular to the individual staff member

The Board of trustees will give extra consideration to the granting of discretionary leave without pay for up to two weeks if the staff member has

- Been employed at the school continuously for five years
- Has accumulated no more than a week's discretionary leave over that time

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3.2 Procedures

- 3.2.1 All applications for longer than five days must be submitted in writing to the Board of Trustees one week prior to a meeting in advance of the leave requirement.
- 3.2.2 The applicant will receive a response to their application in writing
- 3.2.3 Staff should consult the relevant collective agreement for information regarding the provision of discretionary leave.
- 3.2.4 The Board or the Principal will consider the application against the criteria in the collective agreement
- 3.2.5 Leave with or without pay will be at the discretion of the Board or the Principal having due consideration to relevant contracts.
- 3.2.6 All decisions will be made in a manner that is consistent, fair and equitable.

4 Conclusion

Staff leave will be decided according to employee's awards and employment legislation and at the discretion of the Board of Trustees (as above).

This policy will ensure that the interests of the school and the needs of the students are upper most in considering each application. The school will endeavour to act fairly and take into account the needs of all parties.

CHAIRPERSON J. Beckley PRINCIPAL Wail

DATE 30/03/2017



## LEAVE OF ABSENCE APPLICATION FORM

Name: \_\_\_\_\_

Position: \_\_\_\_\_

DATES/HOURS APPLYING FOR LEAVE	
DATES	HOURS (FROM ? TO ? )/DAYS REQUESTING

REASON FOR LEAVE TAKEN OR APPLIED FOR	
<b>Sick Leave</b> <i>You may be required to provide supporting documents</i>	<input type="checkbox"/> YOURSELF – PROVIDE DETAILS
	<input type="checkbox"/> FAMILY MEMBER – PROVIDE DETAILS
<b>Bereavement Leave</b> <i>You may be required to provide supporting documents</i>	<input type="checkbox"/> Relationship to deceased
<b>Discretionary Leave</b>	<input type="checkbox"/> <i>In every instance a letter giving details, reasons, etc. must accompany this application form. See reverse for details.</i>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Medical Certificate attached? .....

<input type="radio"/> Principal's Decision	<input type="radio"/> Board of Trustees' Decision
<input type="checkbox"/> Approved <input type="checkbox"/> LWOP	<input type="checkbox"/> LWP <input type="checkbox"/> Declined
Comments:	
Signed:	
Date:	