

3.3 LEAVE OF ABSENCE

POLICY

The Board of Trustees will grant leave according to relevant awards and contracts.

Applications for leave of absence not provided for in contracts or awards will be considered on their merits and on an individual basis.

The educational needs of the children are paramount, therefore, the effects of leave on continuity and quality of teaching will be taken into account.

PROCEDURES

Leave will be considered under the following categories.

- Short term discretionary leave up to three weeks. This may be granted by the Principal.
- Medium term leave - periods greater than three weeks and less than one term.
- Long term leave - all periods of one full term or greater.

Medium and long term leave applications will be considered by the Board of Trustees.

Applications for medium and long term leave should be submitted in writing stating the full reason that leave is required, at least one week prior to a Board of Trustees meeting or four school weeks, before the leave is required, whichever is the greater.

Long term leave should be taken for period of one full term unless there are exceptional circumstances.

Teachers should not enter into firm travel or other commitments prior to a decision on the leave application having been made by the Board.

Where leave has been approved by the Board of Trustees for any reason and circumstances change so that the reason for the application is no longer valid (e.g. travel arrangements not proceeded with) the Board must be informed immediately and leave will then be reconsidered in the light of the changed circumstances.

The Principal will ensure that continuity of staffing is maintained through the employment of suitable long term relieving teachers, when teachers are granted leave of absence, with reference to the appointment policy.

Applications for Study leave and all other leave are to be considered with reference to the relevant collective agreements.

The Board of Trustees recognises its statutory duty to be a good employer under the State Sector Act of 1988, but the Trustees paramount concern is for the educational needs of the children of Parnell School. The Principal has the power to advise the Trustees to decline any application for discretionary leave if the Principal considers such leave would adversely affect the continuity of teaching.

Signed _____ BOT chair. Date Sept 2008