

Wakari School Board of Trustees
STAFF DISCRETIONARY LEAVE POLICY

15 September, 1999

PURPOSE

To have procedures for dealing with staff requests for discretionary leave, noting that requests will not be unreasonably withheld, but in considering applications to:

- Recognise that the needs of the students and the maintenance of programmes are key considerations, and
- Consider our Charter aim as "a good employer, to provide the environment and conditions needed to attract quality staff and encourage high levels of performance".

OBJECTIVES

1. All staff members consult their employment contract before submitting an application.
2. All applications for leave are submitted to the Principal in writing to enable the Principal to make a recommendation to the Board. Staff are encouraged to give the Principal informal notice of any pending application at the earliest possible date but the formal application must be in writing.
3. It is desirable that applications are made as well in advance of the time requested as possible and applicants need to be aware that the longer the period of notice given the more likely it is that the application may be granted. In any event, notice must be sufficient to allow the Board to consider the application and for a suitable reliever to be appointed when necessary. There may be occasional circumstances where this would not be possible such as sudden death or illness of family members. If there are competing applications, all things being equal, the first in time lodged will take priority.
4. All decisions made are personal to the applicant and as such remain confidential. As a result, the Board is not able to reveal the circumstances of any particular application to other staff members if consistency of application of this policy is being questioned.
5. In exercising its discretion the factors to be taken into account by the Board and balanced up include:
 - (a) Operational requirements of the school
 - (b) The needs of the students;
 - (c) The maintenance of programmes;
 - (d) Length of notice given;
 - (e) Availability of suitable reliever;
 - (f) Staff professional and personal development;
 - (g) Mental and physical health of staff member;
 - (h) Number of applications granted covering same leave period;
 - (i) Precedent
6. All decisions are made in a manner that is consistent and that treats staff fairly and equitably.

EFFECTIVENESS REVIEW

1. This policy will be reviewed by the Board in accordance with its self review guidelines and timetable.
2. The Board will make its review report available to parents and staff.

Signed

.....Chairperson.....Principal

..... Date