

Discretionary Leave Policy

The policy works to ensure that St Thomas's School continues to deliver high quality education.

All leave is granted at the Board's discretion taking into consideration all matters that may impact on the quality of curriculum delivery and school wide programmes. The Board may take into account:

- a. Any special circumstances for the applicant and for the school
- b. Whether a suitable reliever could be found to fill the vacancy created by the applicant seeking leave
- c. Whether such leave unreasonably impinges upon operational requirements of the school
- d. The number of other staff on leave in any one period
- e. Whether the Principal approves the application

The Board of Trustees shall ensure that the granting of leave complies with any funding arrangements applying to the school in respect of such leave.

The Board of Trustees is entitled to deal with leave on a first come first served basis.

Guidelines:

These guidelines are intended to assist the Board of Trustees in their decision making. The Board of Trustees will recognise three types of discretionary leave.

1. Short term leave – period of leave from one day to five days
2. Medium term leave – all periods of leave greater than five days but less than one term
3. Long term leave – all periods of leave of one, two or three full terms or one year or periods of time more than one term but less than one year

The minimum notice required by the Board of Trustees is outlined below. Staff are advised to give as long a period of notice as possible in order to assist the Board in considering their application for leave.

1. Requests for short term leave should be submitted in writing and approved by the Principal.
2. Requests for medium and long term leave should be submitted in writing to the Board. It is preferable that such requests are received by the Board at least one term prior to the leave dates.

To qualify for short term leave applicants must:

- a. have been working in the school for a complete year

To qualify for medium term leave applicants must:

- a. have been employed in the school for at least three years for when requesting leave of up to one term
- b. not have been granted medium term leave in the previous two years

To qualify for long term leave applicants must:

- a. have been employed in the school for at least five years when requesting leave of up to year
- b. not have been granted long term leave in the previous five years

Ratified by Board	
Signed	<u><i>CPM</i></u>
Date	<u>4/3/22</u>