



ST THOMAS'S
SCHOOL

Discretionary Leave Policy

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

Guidelines

These guidelines are intended to assist the Board of Trustees in their decision making. The Board of Trustees will recognise 3 types of discretionary leave.

1. Short term leave – period of leave from 1 day to 3 days
2. Medium term leave – all periods of leave greater than 3 days but less than 1 term
3. Long term leave – all periods of leave of 1, 2 or 3 full terms or 1 year or periods of time more than 1 term but less than 1 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. Such requests must be received by the Principal at least 2 terms prior to the leave dates
2. Requests for medium and long term leave should be submitted in writing to the Board. Such requests must be received by the Board at least 2 terms prior to the leave dates

To qualify for medium term leave applicants must:

- a. have been employed in the school for at least the 3 previous years when requesting leave of up to 1 term
- b. not have been granted medium term leave in the previous 2 years

To qualify for long term leave applicants must:

- a. have been employed in the school for at least 5 years when requesting leave of up to a year
- b. not have been granted long term leave in the previous 5 years

