

## **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



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 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.

Ratified by Board

Signed

Date 5/12/2023

Reviewed: December 2023 Next Review: December 2026