

Pembroke School Board of Trustees Policy

Staff Leave

Purpose

Recognising obligations as a good employer and relevant provisions in Employment Agreements, the Board has procedures for approving leave of absence when there is entitlement and for making fair and consistent decisions on applications that are at the Board's discretion.

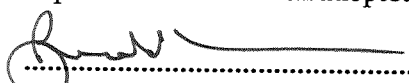
Objectives

1. The principal is delegated authority to authorise leave for which entitlement is provided in staff Employment Agreements, and to approve leave applications up to and including two days duration without pay. The board considers applications for longer periods.
2. The principal keeps up to date records of all instances of staff leave, and advises the Board of total discretionary leave granted at each meeting.
3. No staff member shall be absent from duty without the authority of the principal except in cases of sudden illness or accident.
4. The board observes current Employment Agreements for all staff. Leave with or without pay is considered by the board in accordance with such contracts.
5. The board exercises discretion in granting "special leave" with or without pay when entitlement is not defined within the relevant Employment Agreement.
6. The needs of the students and the maintenance of programmes will be the first criteria considered when determining applications for leave. When making its decision, the board takes into account:
 - i. reason for leave
 - ii. benefits to the school or the staff member in granting leave
 - iii. potential disruption to teaching programmes or operational requirements
 - iv. time of year and duration of leave
 - v. cost to the school
 - vi. availability of suitable relief staff
 - vii. years of service to the school of the staff member making application
7. The board only considers the granting of short term leave during term time under exceptional circumstances.
8. The board will not consider leave exceeding 4 weeks duration for staff who have not been employed at the School for at least TWO consecutive years.
9. A staff member who is on a year's leave of absence will reconfirm to the board by 1 September of the year's leave, their availability for the following year and their anticipated date of return.
10. Leave with pay is only approved if provided for in the relevant employment agreement.
11. When sick leave reaches 5 consecutive days, a medical certificate is required to be produced.
12. Leave must be applied for on the Pembroke School Leave Form. (Appendix 1)

Effectiveness Self-Review

1. This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
2. The review will be conducted in the form of a **board and staff** survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

September 2022 version adopted


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Presiding Member

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Principal

19/09/2022
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Date

Pembroke School Leave Request Form

All leave requests are subject to meeting the conditions of the leave policy and relevant staff Employment Agreements.

Employee Name	
Reason for Leave	
First Day of Leave	Date
Last day of Leave	Date
	Total Days
Type of leave decided by Management or Board	
Reliever Needed	Yes / No
Employee Signature	
Employer Signature	
Office Use Only	
Approved <input type="checkbox"/> Declined <input type="checkbox"/> Date _____	
Decision by Principal / Board of Trustees	
Signed _____ Name _____	