

Staff Leave Policy

The Board of Trustees is empowered to make decisions on all staff discretionary leave. In considering leave applications the Board will take in account the needs of the school, the minimum of interruption to the needs of the students and their learning programmes and its good employer responsibilities.

Guidelines

- a) Applications for leave will be judged on their own merits and former decisions will not be considered precedents.
- b) The board will abide by all relevant employment contracts and regulations. Staff will be aware of their rights and responsibilities in this regard.
- c) The Principal is authorised to grant short term leave of up to and including five days duration taking into account the needs of the school.
- d) For any applications for leave of more than 5 days an application is made to the Board through the Principal. A written case is required, together with a statement of any special circumstances that may be relevant (e.g. the need for refreshment leave after long service and study leave.)
- e) Leave of less than a year should coincide with the school terms, beginning and/or ending with a holiday period.
- f) Leave of one year should coincide with the school year.
- g) **PLEASE NOTE: Applications for long-term leave of longer than 1 term should be made at least 3 months prior to the leave required unless there are exceptional circumstances. Leave applications of more than 5 days need to be received in time for the next Board meeting and leave of 5 days or less at least 5 days' notice to the Principal.**
- h) Staff are advised not to enter into firm travel or other commitments prior to a decision on the leave applications having been made.
- i) Where leave has been approved by the Principal or Board for any reasons covered by this policy and circumstances change so that the reason for the application is no longer valid (e.g. overseas travel arrangements not proceeded with) the Board must be informed immediately and leave will then be reconsidered in the light of the changed circumstances.

Criteria for Discretionary Leave

Criteria for approval of discretionary leave include:

- a) The length of the applicant's teaching service, and their length of service at the school. Unless there are exceptional circumstances, leave for a whole year will only be considered for staff who have worked at the school for at least 4 years.
- b) Long term leave for less than one year will be at the discretion of the Board.
- c) The length of time since leave was last granted to the applicant.
- d) The purpose of the leave, and any special circumstances such as for compassion, which may be of relevance.
- e) The effect on colleagues of the applicant's absence and its effect on existing programmes and staffing.
- f) The expressed intention of the applicant to return to the school at the end of the leave.

Signed: _____

Date: _____

Review Date: _____