



## OSBORNE PRIMARY SCHOOL

# STAFF LEAVE POLICY

### **Implementation:**

The implementation of the Leave Policy is governed by guidelines and procedures outlined in:

- The Schools of the Future Reference Guide
- DET Full Staffing Flexibility Memorandum (6.5.97)
- Teaching Services Act Section 37.4

An essential part of the school's workforce planning strategy is forward planning to accommodate staff leave requirements. Appropriate processes need to be in place to ensure that:

- Information about leave entitlements are readily available to staff.
- Leave is granted on an equitable basis.

### **Guidelines for granting Leave**

1) All leave applications must be submitted in writing to the principal.

2) Long Service Leave and Leave Without Out Pay applications may be approved providing the leave will not adversely affect the running of the school and suitable replacement staff is available.

3) Considerations at the local level include:

- The financial implications given the staffing context of the school.
- The impact of the teacher's absence on the school's educational program particularly in the area of priority curriculum.
- Member's history particularly with previous applications

*Under section 37 of the Teaching Service Act the Principal 'shall have the discretion as to the timing of the granting of any leave under this section so that the teaching service will not be unduly affected by the granting of such leave to numbers of officers or employees at or about the same time.'*

4) It is requested that 2 terms notice be given when applying for Leave of more than 5 days, unless there are extenuating circumstances.

5) Staff who wish to withdraw or change their leave should give at least notice as soon as possible.

6) Any approved leave by the Principal applies while the staff member is located at the school. Staff who transfer before taking leave need to re-apply through the Principal of their new school

7) Staff transferring to Osborne need to apply for Leave as per the above criteria

8) Any cancellation or early return from leave must be negotiated with the Principal

### **Process for Granting Leave**

- The principal will make the final decision on Leave applications. The principal may consult the Leadership team.
- Every attempt will be made to meet the staff members wishes.
- The normal right of appeal to Merit Protection Board applies.
- Leave Without Pay will be granted for up to one year. However at the discretion of the Principal further leave may be available/considered.
- Any cancellation or early return from Leave must be negotiated with the principal.

This policy was ratified at Osborne Primary School at the School Council meeting on **(June 5, 2008)**

**Modified 2010**

**Modified 2017**