INTRODUCTION:
Wandong Primary School’s Leave Policy has been developed to ensure all staff are provided with the opportunity to apply for leave as per Section 8 of the Department of Education Policy Booklet.

Purpose:
• To provide guidelines and processes to accommodate the leave requests of the staff with minimum disruption to the daily organisation and administration of the school
• To ensure leave is granted on an equitable basis recognising leave is at the discretion of the principal

Broad Guidelines:
• Staff intending to take discretionary leave (eg: long service leave or leave without pay) should apply in writing as early as possible to assist with forward planning. For periods of extended leave (greater than two weeks) it is preferred this should happen prior to the end of November at the latest of the previous year as this may have a direct impact upon future teacher/classroom allocation. Please note: At least two terms notice must be given for extended periods of long service leave. (Therefore staff requiring to apply for leave in term one or two of any given year should notify the Principal before the end of term two or three of the previous year.) For shorter periods of leave (less than or equal to two weeks), at least one full terms notice should be provided.

• Staff taking sick leave should notify the Principal as early as practical

• Information about sick leave entitlements can be obtained when requested by staff through the Principal

• The Principal will make provisions for replacement staff and higher duties where appropriate

• The Principal can take advice from, but cannot delegate the decision making to, other officers or committees

• The granting of long service leave is dependent upon the length of leave requested, a credit balance in the staffing component of the School Global Budget and the availability of appropriate replacement staff

• Advice will be sought from the Department of Education and Early Childhood Development so as to not financially disadvantage the school budget

• More detailed information related to the varied leave entitlements, application and documentation processes can be accessed through The Department of Education Policy Booklet (Section 8)
**Basis of Discretion**

In determining whether discretionary leave may be granted, the Principal will ascertain:

- how the granting of leave will impact upon the operations of the school
- the entitlement of the staff member to the leave for which he/she has applied
- the availability of replacement staff
- the availability of higher duties (where leave is granted to teachers on higher duties)

**CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the eighth day of December 2008.

Signed:………………………..
Signed:

School Council President  
School Principal