

DISCRETIONARY LEAVE POLICY

**NAG 3
NO. 308**

Purpose

From time to time staff members may request leave from School either for reasons contained in their collective contract or for reasons other than those covered. It is important all applications be treated fairly and equitably, and staff are aware of the application process and that appropriate staffing levels are maintained.

Guideline

1. For less than one week

- a. The Principal is delegated the authority to grant leave applications of up to five days, with or without pay, with due regard to the relevant Collective Agreement.
- b. In making the decisions the Principal will consider the following:
 - The reason for the application
 - The frequency of requests from the staff member
 - The impact of granting a request on the running of the school
 - The time of year
 - The appropriateness of the length of leave
- c. Where leave is declined the Principal will provide a reason for this decision.

2. For one week or more

- a. Staff members are not entitled to leave as of right
- b. Staff who are requesting leave of one term or more may do so only after completing 3 years of service at the school.
- c. Staff should consult the relevant collective agreement prior to submitting an application.
- d. All applications must be submitted in writing to the Principal for consideration, two months before the requested leave period.
- e. The Board will consider the application in accordance with guideline 1b.
- f. Leave with or without pay will be at the discretion of the Board of Trustees.
- g. Where leave is declined the Board will provide a reason for this decision.