

ST JOSEPH'S SCHOOL STAFF LEAVE PROCEDURE



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus, is part of a life long process leading to a full and rewarding life.

The granting of leave under the current employees contracts is a condition of being a good employer. The Board will recognise their obligations to their employees conditions of service.

PURPOSES

The Board will recognise their obligations as an Equal Employment employer.

1. To meet relevant employment contract conditions.
2. To provide consistency in dealing with discretionary leave applications.
3. To maintain individual records of all staff leave taken, and remaining entitlement.

PROCEDURES

1. The Board will observe the requirements of all applicable employment contracts. Leave with or without pay will be considered by the Board in accordance with these contracts.
2. Application for leave will not be unreasonably withheld. All leave applications must be in writing. All decisions made will be fair, equitable and consistent.
3. When considering requests for special leave (with or without pay) the Board will treat each application on its own merits, taking into account -
 - (a) the reason for the leave request
 - (b) the benefits to the school in granting leave
 - (c) the potential disruption to the teaching programme
 - (d) the availability of suitable relief
 - (e) the cost to the school
4. Before approving any discretionary leave the Board shall ensure that the granting of such leave complies with Ministry Guidelines.

5. The Principal has authority to approve non discretionary leave applications up to a duration of one week on full pay. The Board of Trustees will consider applications for longer periods.
6. The Principal has the right to approve applications for discretionary leave without pay for a period of up to six weeks. Discretionary leave provisions will apply to full time, job sharing and long term relieving teachers.
7. Except in cases of sudden illness or accident, no teacher shall be absent from duty without the authority of the Principal.
8. The Board authorises the Principal to arrange for the employment of short term relief teachers when the need arises.

CONCLUSION

The Board of Trustees will be seen to be a just employing authority.

Reviewed: November 2021

Next Review Due: 2024