



Policy

Leave

Rationale

The Board of Trustees of the Southern Regional Health School has determined a Leave Policy that ensures consistency. For the school to operate successfully it is essential that it is staffed effectively with the minimum of disruption to programmes.

Purposes

1. To provide the Board with guidelines to apply to each individual application for leave.
2. To inform all staff of the grounds on which leave may be granted and the method by which applications should be made.

Broad Guidelines

1. The Board of Trustees will abide by all relevant Awards and Regulations. Staff are expected to be aware of their rights and responsibilities in this regard.
2. The Principal may grant up to 5 days leave without pay.
3. Requests for leave without pay greater than 5 days should be made to the Board of Trustees one month prior to anticipated leave.

Additional Guidelines

1. Leave for more than one school year will not be granted
2. The request for leave in consecutive years is unlikely to be granted
3. Staff applying for leave of absence must ensure, where possible, that such applications are in the hands of the Principal to be presented to a Board meeting at least one month prior to the taking of the requested leave.
4. The Board will normally consider applications for special leave only from staff who have served a minimum of three years at the school.

Ratified: 08 February 2007

HAS BEEN OUT FOR COMMUNITY CONSULTATION SINCE FEBRUARY 2008