

DISCRETIONARY LEAVE POLICY

SCOPE

The policy outlines the circumstances in which leave from school will be approved for employees.

The Leave Application Form (attached) forms part of this policy.

OBJECTIVE

To ensure that a fair and consistent policy exists for the consideration of leave requests by the school's employees.

PROCEDURES

- The Principal and/or the Board of Trustees must ensure that students will not be disadvantaged and that the efficient running of the school is not compromised.
- The Head of Department and SLT member overseeing the Department, should both sign the leave prior to the request going to the Principal.
- Leave of a duration up to one school term may be approved at the discretion of the Principal.
- Leave of 20 school days or over must be reported to the Board.
- All longer term leave must be approved by the Board of Trustees.
- Leave applications must be written on the Request for Leave Form with reasonable notice, together with any supporting documents, unless special circumstances create greater urgency.
- Applicants should endeavour to plan leave requests around holiday periods to minimise school disruption.
- In considering applications for leave, the Principal and/or the Board of Trustees will consider the likely disruption to the school programme.

RESPONSIBILITY

The Principal will report regularly to the Board of Trustees.

Date (Policy Effective from)

April 2016

Review Date

2019

Signature

