

NAG 3—Personnel

Discretionary Leave Policy

Rationale

Staff, on occasion, request leave of absence for purposes other than those provided for in their employment agreements.

Purpose

To maintain adequate staffing of the school at all times.

Guidelines

- a) When considering applications for discretionary leave, the Board of Trustees must ensure that all applications are treated equitably and fairly.
- b) These guidelines apply to all applications for leave that are not provided for in relevant employment agreements.
- c) The needs of students and the efficient management of the school must take priority when considering leave applications.
- d) Approvals
 - the Principal may approve applications for discretionary leave for periods up to 5 working days. Board of Trustees approval is required for longer periods.
 - the Principal may approve leave without pay applications, including reduction of hours for permanent staff, for periods less than one year.
 - extended discretionary leave will be limited to a maximum of 12 months unless there are exceptional circumstances.

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| Adopted | <u>December 2018</u> |
| Chairperson | _____ |
| Review date | <u>December 2021</u> |