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 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, staff wellbeing, 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. The Board 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.
e) This policy covers any other government or Ministry of Education directed leave.

Adopted	December 2021
Chairperson	_____
Review date	December 2024