Mansfield Primary School
Leave Policy

BASIC BELIEF
The school Principal has the responsibility for managing all leave and leave requests, as well as ensuring the smooth and efficient operation of the school. Guidelines and processes need to be in place to accommodate the leave requests of staff with minimum disruption to the daily organisation and administration of the school and to ensure discretionary leave is granted on a fair, reasonable and equitable basis.

IMPLEMENTATION
• Leave may be an entitlement or may be awarded at the discretion of the Principal.
• Leave may be paid or unpaid.
• The Principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
• Each form of leave is granted subject to a variety of legislative requirements.
• Information about leave entitlements can be obtained by staff through verbal requests to the Principal, Office Manager, Circular 429/2001, SOTF Reference Guide 6.9 or www.sofweb.vic.edu.au/hrm/PayCond/leave.htm
• Staff seeking discretionary leave must apply in writing to the Principal as early as possible to assist with forward planning
• Applications for Long Service Leave must be in writing and should be received by the Principal at least 1 full term in advance.
• Staff taking sick leave will notify the Principal as early as practicable.
• The Principal will make provision for replacement staff and higher duties where appropriate.
• In determining whether leave may be granted, the Principal will consider: -
  • Whether the leave is discretionary or mandatory.
  • The impact the granting of the leave will have the operations of the school.
  • The entitlement of the staff member to the leave for which they have applied.
  • The order of leave applications.
  • Availability of replacement staff.
  • Previous leave record.
• Leave applications will be ratified by the Consultative Committee.
• All periods of extended leave will be reported to School Council.

This policy was ratified by the Mansfield Primary School Council on 4/5/09

Review Date: 2012