

### Rationale

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.

### Aims

To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the daily organisation and administration of the school.

To ensure discretionary leave is granted on a fair, reasonable and equitable basis.

### Implementation

- Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the principal (eg: Bereavement Leave).
- Leave may be paid or unpaid.
- Staff members are to enter their leave via EduPay.
- The principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school as well as budgetary issues.
- 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 or through the hyperlink below.
- 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 2 full terms in advance.
- Staff taking sick leave will notify the Principal as early as practicable.
- The Principal will make provision for replacement staff.

### 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 financial impact of the leave and the school's budgetary situation.
- entitlement of the staff member to the leave for which they have applied.
- The order of leave applications.
- Availability of replacement staff.

**The periods of extended leave will be reported monthly to School Council.**



## Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

## Review Cycle

Policy last reviewed	June 2022
Approved by	Principal
Next scheduled review date	June 2025



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