



Devon Intermediate School  
*Te Kura Takawaenga o Ngāmotu*

## **DISCRETIONARY LEAVE POLICY**

**No 306**

### **Rationale**

From time-to-time staff members may request leave from school either for reasons contained in their collective contract or for reasons other than those covered. It is important that all applications be treated fairly and equitably.

### **Policy Statement**

The policy on leave is to:

1. ensure that all staff are aware of the application process.
2. ensure that all leave applications are treated fairly and equitably.
3. maintain appropriate staffing levels.
4. follow the provisions of applicable Collective Agreements.

### **Policy Guidelines**

#### **1. For five days or fewer**

- i) The Principal is delegated the authority to grant leave applications of up to five days.
- ii) In making decisions the principal will consider the following:
  - The reason for application
  - The frequency of requests from that staff member
  - The effect of granting a request on the running of the school
  - The time of year
  - The appropriateness of the length of leave
- iii) in responding negatively to a request for leave the principal will provide a reason for denial

#### **2. For more than five days.**

- i) no staff member is entitled to leave as of right.
- ii) all applications must be submitted in writing to the principal prior to a Board monthly meeting.
- iii) Staff should consult the relevant collective contract prior to submitting an application.
- iv) In considering an application the Board will look at all relevant issues.
- v) Applicants who are seeking leave of one term or over must have served at the school for at least 5 years consecutively.
- vi) Leave with or without pay will be at the discretion of the Board having due consideration to relevant contracts.
- vii) All decisions will be made in a manner that is consistent, fair, and equitable.

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Ratified by Board: 6 June 2023

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Next Review: June 2026

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