



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **Staff Discretionary Leave**

At Marist Catholic School we recognise and respect the sacred dignity of each person as made in the image of God. The school value of respect for others is reflected when considering staff discretionary leave.

### Guidelines

1. It is recognised that discretionary leave is granted as a privilege and not as of right.
2. With the exception of sickness or accident, all leave must have the prior approval of the principal via [Discretionary Leave Form](#).
3. A commitment is expected from staff to consider the school's needs prior to making plans which may require an application for leave – e.g. leave to expedite holiday travel may not be granted.
4. In most cases, discretionary/special leave that is granted, will be without pay.
5. Leave of up to 5 days may be granted at the principal's discretion.
6. Leave in excess of 5 days may be granted upon written application to the Board of Trustees. All requests for leave greater than one term in the following year should be submitted for consideration by the August Board meeting. The maximum leave that will be granted will be one year. An extension would only be given in exceptional circumstances. Teachers on a year's leave are expected to notify the principal by 1 October of their intention to return or otherwise.
7. Factors to be considered in the granting of leave include:
  - a) The reason for the leave request.
  - b) The benefits to the school in granting leave.
  - c) The potential disruption to the teaching programme or the operational requirements of the school.
  - d) The availability of suitable relief.
  - e) The cost to the school.
  - f) Length of service.
  - g) Other relevant information or circumstances pertinent to the application.