Taita College Board of Trustees

Discretionary Leave Policy

Rationale

The Taita College Board of Trustees is governed by relevant legislation, collective contracts and good employer practice. Beyond this the Board has some discretion in assessing leave applications from staff. The Board is committed to being a good employer and also to ensuring that the needs of students are at the forefront of its decisions.

Purposes

1. To ensure that decisions regarding staff leave are made fairly and transparently
2. To ensure that the needs of the applicant for leave are balanced with the needs of the school.
3. To clarify the delegations to the Principal in this area.

Definitions

Discretionary leave is leave that is not covered by the provisions of the employee's relevant collective agreement.

Delegations

All applications of discretionary leave for more than five working days are to be decided by the Board.

Applications for discretionary leave for up to and including five working days are to be decided by the Principal.

Guidelines

1. Where possible, applications for discretionary leave of more than five days are to be made at least one term in advance of when the leave is required.

2. In making decisions about discretionary leave both the Board and the Principal will take the following factors into account:

   - the impact of the leave on the students
   - the duration of the leave
   - the impact of the leave on the school (ie the ease/difficulty of finding cover)
   - the reason for the leave
   - the tenure of the applicant
   - previous discretionary leave granted to the applicant.

3. All leave applications and their results are to be recorded on staff employment files.

Documentation expected to be in school

- leave application forms
- staff handbook outlining leave application processes
- collective employment agreements or individual employment agreements

Approved by the Board March 2018

Commissioner