

# Hauraki Primary School Policy Document

## Discretionary Leave and Holidays

### Rationale:

As part of being a good employer all applications for discretionary leave will be considered by the Principal and the Board of Trustees in accordance with guidelines.

### Purpose:

To provide guidelines for the granting of discretionary leave within the context of the current Primary Teachers' Collective Contract.

### Guidelines:

- 1) If leave requested is longer than ten working days, this must be approved by the Board.
- 2) There is no obligation on the Principal or Board to grant leave unless special circumstances exist.
- 3) Leave should not unreasonably impinge on the running of the school.
- 4) The BOT will take the following factors into consideration when deciding whether to approve / decline discretionary leave:

- The timing of the leave and any potential disruption to the education of the children at school.
- Whether leave could reasonably have occurred during school vacation time
- The availability of suitable relieving teachers
- The cost to the Board of providing relief where leave is on pay
- The benefits to the school in granting leave
- The extent of leave already granted
- The purpose of the leave
- The performance and attendance record of the applicant

Signed: \_\_\_\_\_



BRENDON CLARK

Date: 3 AUG 2017

Chairperson Board of Trustees

Review Date: Term 2, 2020