

Hauraki Primary School
Policy Document

Discretionary Leave and Holidays

Rationale

Hauraki school provides an inclusive, non-discriminatory workplace where the principles of equality and fairness are promoted.

Purpose:

As a good employer, the Hauraki School Board (the Board) and principal will consider all requests for discretionary leave in accordance the below guidelines and Primary Teachers Collective Agreement.

Guidelines

1. Granting leave under this policy is entirely at the discretion of the principal and Board. In making the decision on whether to grant discretionary leave, the following factors will be considered:
 - all the circumstances of the request, including the purpose and extent of the leave;
 - the timing of the leave and potential disruption to the school;
 - whether the leave unreasonably impinges on the running of the school;
 - whether the leave could reasonably have occurred during the designated school holidays;
 - the availability and cost of suitable relief teachers; and
 - the performance and attendance record of the applicant.
2. The principal may decide discretionary leave requests up to and including 10 days. Any requests for leave longer than 10 days will be considered by the Board.

Signed: _____

Presiding Member of the Board

Date: _____

Review Date: _____

5 August 2024
Term 3 2027