

Draft 3.05 Leave With / Without Pay

Rationale

The Liston College Board of Trustees will consider all applications for leave with or without pay fairly and equally.

Purposes

1. To ensure that applications for Leave with / without pay are dealt with fairness, and in accordance with existing legislation and various staff Collective Awards and Individual Employment Contracts.
2. To provide transparency.

Guidelines

1. The Board will adhere to the provisions and procedures of the various Collective and Individual Employment Agreements when dealing with matters of Leave with/without pay.
2. Leave with/without pay, other than that covered by various Collective and Individual Employment Agreements, will be granted at the sole discretion of the Board of Trustees must:
 - be in writing using the standard application form (Appendix 1)
 - provide sufficiently detailed reasons supporting the request. Insufficiently detailed requests run the risk of rejection because the Board of Trustees have insufficient information to work on. The onus of providing sufficient detail is on the applicant.
3. The written application for leave may be received by the Board, through the Principal or Director of HR.
4. The Principal may grant up to one week (five working days) of leave without pay. Requests for more than five days of leave without pay are to be passed onto the **BOT** / Personnel Committee **as and where necessary**.
5. The Principal may grant up to three days of leave with pay. Requests for 3-5 days of leave with pay are to be considered by the **BOT** / Personnel Committee. Leave requests for more than five days paid leave are to be considered by the Board.
6. The Principal will consider all written applications and respond to the applicant, in writing, a decision. This may be passed on to the **BOT** / Personnel Committee (on behalf of the BOT or directly to the BOT if time is of the essence) when necessary.
7. Any applicant may, in addition to a written application, make a personal submission to the **BOT** / Personnel Committee, in support of his/her application. The decision on the advisability of hearing such personal submissions shall be made by the Chairperson of the Personnel committee / the Chairperson of the BOT, if and where necessary.
8. The provisions below cover requests for leave with / without pay not already covered in the Collective and Individual Employment Agreements. Some of the factors that the Board of Trustees will take into account in deciding the granting or denial of leave may be:
 - a. the impact of the absence of the applicant on the school, and in the case of teaching staff, the class / classes taught by the applicant.
 - b. the ease / difficulty of replacement of the applicant for the period in question.
 - c. the reasons advanced in requesting the leave and the length of time involved.
 - d. the seniority of the applicant and the length of service at Liston College.
 - e. human resource management issues – i.e. factors such as stress, **well being**, indications as to the applicant's subsequent return to the College, learning opportunities, previous applications for leave and so on.
 - f. any other relevant matters advanced by the applicant.

LISTON COLLEGE POLICY :

9. In considering any leave application the Board of Trustees will not be bound by any previous application decisions and will treat each case according to its merits while taking the stated factors in paragraph (8) into account.
10. Leave associated with a pandemic, natural disaster and the like will be based on Ministry of Education guidelines.

Conclusion

Applications for Leave, with / without pay, are dealt with efficiently when explicit and fair procedures exist and are followed.

Adopted by Board of Trustees

Review Date: _____ Chairperson: _____

Reviewed:

30/5/06 written

2007 – every two years

25/11/08 – every two years

30/07/13 – Reviewed & Ratified

26/09/2017 – Reviewed & Ratified

Next Review: 2020 – every Three years



Liston College

Application for Leave

Staff Member:

Department / Area:

Reason for leave:

Start:

Total number of hours/ days:

Finish:

Nature of leave: Please Tick:

Sick Leave	Teaching and Support Staff		
Bereavement Leave	Teaching and Support Staff		
Parental Leave	Teaching and Support Staff		
Leave Without Pay	Teaching and Support Staff		
Leave for Family Reasons	Teaching Staff	Serious illness of a relative, sickness in the home, important family occasion	
Special Leave	Teaching Staff	Court proceedings, Study Leave, participation in recognized cultural activities, participation in national and international sporting competitions, Sabbatical leave	
Domestic Leave	Support Staff	Care for a dependent	
Jury Service	Support Staff		
Annual Leave	Support Staff		

More information on each of these categories is given in the STCA and Support Staff in Schools Collective Agreement.

Applicant: _____ Date: _____

Approved

Declined

Reason (if declined): _____

Principal: _____ **Date:** _____

Notes:

- Please return the completed form to the Director of Human Resources.
- Teaching Staff must liaise with the Deputy Principal (Administration) re: relief requirements