

LEAVE WITHOUT PAY POLICY

RATIONALE

From time to time, staff members may request leave from school for reasons other than those contained within their collective agreement. In addition, leave as outlined in the various collective agreements requires further elaboration.

PURPOSES

1. To ensure all staff are aware of the application process.
2. To ensure that all leave applications are treated fairly and equitably.
3. To provide guidelines for all teaching staff, support staff and caretaking and cleaning staff (including canteen workers) with their respective collective agreements.

GUIDELINES

When granting discretionary leave, the Board will take into account the needs of students and the continuance of school programmes, ensuring equitable treatment for all staff and the maintenance of optimal staffing for the school.

TEACHING STAFF

1. Applications should be submitted as early as possible.
2. If a staff member has been at the school for less than three years, the Board of Trustees will not generally approve longer term leave (of more than one week) other than in exceptional circumstances.
3. Other than in exceptional circumstances, the Board will grant leave (of more than one week), only every third year after the initial successful application.
 - a. Under the terms of Section 4.7.1 of the Teacher's Collective Agreement, teachers are entitled to take unpaid refreshment leave of one school term after three years in the school or, up to one school year after five years in the school. When a period of unpaid refreshment leave has been taken, a further period of qualifying service in the school from the date of return from leave is required before the teacher may be considered for further unpaid refreshment leave.
 - b. Board approval to 3 (a) will be subject to section 4.7.2 on the collective contract
 - c. The above provision will apply to all teachers in this school.
4. Under the terms of Section 4.8 of the Teacher's Collective Agreement, teachers are entitled to take Paid Sabbatical Leave. Board approval will be subject to Section 4.8.2 on the collective contract.
5. Within the terms of section 4.7.1 of the Teachers Collective Contract, the board will grant two occasions of Leave Without Pay provided that the total leave over the three year period does not exceed one month in total or both leave occasions are not within a six month period.
6. Application for study leave or secondment will be dealt with outside these guidelines, each application being dealt with on its merits.
7. The principal has the right to approve applications for urgent special leave without pay for periods up to one week.
 - This provision applies to all Board employees.
 - Any extension of this time must be approved by the Board of Trustees.
8. Nothing in these provisions shall preclude the right of the Board to grant leave to any staff member in such circumstances as the Board may see fit.
9. All decisions may be appealed at the subsequent Board meeting.
 - A staff member asking for such review will be entitled to receive a written summary of the Board's reasons for declining the original application.

SUPPORT STAFF / CARETAKER – CLEANERS

These guidelines apply to all staff employed under the two awards viz –

School Caretaker and Cleaners (including canteen workers) Collective Contract 1st October 2009 to 15th July 2011.

Support Staff in Schools Collective Contract 10th December 2009 to 31st March 2011.

(SSCC1) Sections 1, 2, 7, 8, 9 of the above will apply to all staff

(SSCC2) Leave provisions for these staff will be at the discretion of the Principal in consultation with the Board Chairperson but any leave granted must comply with the following conditions:

- a. That a suitable reliever can be found.
- b. That the programmes of any children e.g. special needs will not be disrupted.

CONCLUSION

This policy needs to be read in association with the respective collective agreements.

Initiated: May 1994

Ratified: March 2011

Reviewed: September 2002
May 2004
June 2008
March 2011