

## STAFF LEAVE WITHOUT PAY POLICY

*See also: Secondary Principals' Collective Agreement  
Secondary Teachers' Collective Agreement  
Support Staff in Schools' Collective Agreement  
School Caretakers', Cleaners' and Canteen Staff Collective Agreement*

### **Rationale:**

The purpose of this policy is to provide information and guidance to staff who seek to apply for leave without pay.

1. Leave without pay is a privilege and not a right. In considering leave the needs of the school will be paramount.
2. This policy applies to leave without pay applications not covered by the relevant Employment contracts.
3. Precedence will not be a consideration in granting leave.
4. All leave applications will be treated in confidence. However, it is expected that with the applicant's permission, the HOLA/HOD/Business Manager or other appropriate staff may be consulted.
5. Authority to grant short periods of LWOP (a term or less than a term) is delegated to the Principal although either the applicant or Principal may choose to refer the application to the Board of Trustees (BOT).
6. All applications referred to the Board will be considered "in committee" and, should the BOT decline an application, the reasons for this will be given to the applicant in writing.
7. All applications for leave should be addressed in writing to the Principal and include:
  - a. timing of leave (at least a term's warning is desirable).
  - b. length of leave.
  - c. purpose of leave.
  - d. benefits to school.
  - e. how disruption to students and colleagues could be minimised.
8. Criteria to be considered when considering leave applications may include, but not limited to the following:
  - a. Refreshment or other leave already taken.

- b. Purpose of leave:
    - i. Leave for professional purposes is more likely to be viewed favourably than recreational leave.
  - c. Potential benefits to the school and the applicant of the leave.
  - d. Disruption to student learning.
  - e. Disruption to the staff and school as a whole.
  - f. Length of service at Lincoln High School.
9. It is expected that all staff granted LWOP will return to their position at Lincoln High School at the conclusion of their leave. Staff are to confirm their intended return, in writing, by a date which will be specified when granting leave.

Approved: 16 September 2019