



## **HOLIDAY LEAVE PROCEDURE**

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### **Rationale:**

As an employer, the Board of Trustees will, on occasion, have cause to consider requests for leave by employees extraneous to leave covered by Collective or Individual employment agreements. The Board may, where there are special circumstances, grant discretionary leave with or without pay to any employees during periods when the school is officially open for instruction, provided such leave does not impinge upon the operational requirements of the school.

### **Purpose:**

1. To provide guidelines for the Board and employees as to the situation where it may be appropriate for discretionary Holiday leave to be considered.
2. To ensure employees and the Board are aware of the process for applying for/considering requests for leave.
3. To ensure that employees are aware that unless otherwise covered in current Employment Contracts, the Board of Trustees is the body responsible for deciding whether to grant discretionary leave and whether it will be with or without pay.

### **Guidelines:**

1. These guidelines apply only to employees wishing to take extra holidays during the school term and are not intended to limit any entitlements to leave covered by Collective or Individual employment agreements.
2. Classroom teachers' obligations to their students are paramount.
3. Holiday leave in term time is considered a privilege and an employee's contribution, professional conduct, employment history, other leave taken and school achievements will all be considered in each case and may have an impact on approval.
4. The Board of Trustees will only consider requests for Holiday leave that have been endorsed by the Principal with regard to:
  - Time of School Year
  - Staff Administrative Requirements
  - Class or Workload Cover Arrangements
5. Holiday leave requests for fixed term employees need to be tabled and considered at the time employment is offered.
6. Requests require 3 Months (1 school term) advance notice, and ideally are notified at the start of a school year.
7. Staff requesting Holiday leave must apply in writing to the Principal a minimum of two weeks prior to a notified BOT monthly meeting. The written leave request should include: relevant travel plans, times, dates, purpose of the travel, key events and rationale. The principal will provide the staff member with a letter within 5 working days, stating either:
  - That the request has his professional endorsement and will be tabled at the next meeting.
  - That the request does not have his professional endorsement and the reasons why.
8. Written confirmation of Holidays approved by the Board will be sent to applicants within 5 working days following the BOT meeting. If the Board declines a request for Holiday leave, then the BOT consider the matter is closed. The Principal may recommend a review, but only on the basis of relevant new information.

9. Generally the maximum period considered for term-time Staff Holidays is 2 weeks every three years.

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