



PAPAKAIO SCHOOL



309 Leave of Absence Procedure

GUIDELINES

1. The BOT will observe the current Principals/Teacher/Teacher Aides and Ancillary Staff Collective Criteria. Leave with pay will be considered by the Board in accordance with these regulations.
2. The Principal, in consultation with the Chairperson, has authority to approve leave applications up to a duration of one week on full pay. The BOT will consider applications for longer periods.
3. The Principal, in consultation with the Chairperson, has the right to approve applications for special-leave without pay for a period of up to three weeks. Special leave provisions will apply to full-time and long-term relieving teachers.
4. Application for leave will not be unreasonably withheld. All decisions made will be fair, equitable, and consistent.
5. Applications for leave of more than two days must be in writing and reasonable notice given.
6. Except in cases of sudden illness, or accident, no teacher shall be absent from duty without the authority of the Principal, or Board for periods longer than five days.
7. Ancillary staff may be granted special leave with pay, for any period during the school year on such terms or conditions, as the BOT may approve.

Reviewed August, 2017