



### 3.4 Discretionary Staff Leave

#### Statement of Intent

This Policy is designed to cover applications for leave that are not covered in the appropriate collective or individual employment contracts (“discretionary leave”). The intent is to ensure consistency and impartiality in the consideration of all leave applications.

#### Board’s Expectations

1. Discretionary leave of up to five consecutive College days will be at the discretion of the Principal.
2. Any applications for discretionary leave beyond five days must be made in writing to the Principal and subsequently the Board.
3. The Principal may grant discretionary leave between five days and three weeks and such leave will be reported to the Board. Any discretionary leave beyond 3 weeks must be approved by the Board, and at least six weeks’ notice must be given.
4. When evaluating discretionary leave applications the following will be taken into account:
  - the learning needs of the students
  - the reasons for the request
  - other impacts on the school

#### Delegation

The implementation of this policy is delegated to the Principal.

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Effective Date: June 2020	Review Cycle: Within 3 years	Due for review: June 2023