

Leave of Absence Procedure / Flowchart

For any leave of absence requests:

1.	Complete LOA request form held in: <i>Resources / Operational Templates / School Templates / Staff Leave of Absence</i>
2.	Pass form to EP for approval. EP will check calendar authorise if operationally viable. If EP feels the absence is not operationally viable, form will be passed to CR for a decision.
3.	If approved, form given to SS for processing. If not approved, EP / CR to feedback to staff member with reasons why the LOA was not granted.
4.	SS will add LOA to the school calendar, copying staff member and EP into calendar notification. If LOA is unpaid SS to complete necessary HR paperwork. SS to update LOA staff database (shared with CR and EP) and scan completed form onto staff personal file.