

22 PROCEDURE: HOLIDAY PROCEDURE

Aim

To ensure correct staff ratios can be maintained and relievers employed to cover absences are known to the children and staff and aware of the daily routines of Montessori Children's House Wanaka.

22.1 Guidelines

Your employment contract states *holidays must be taken at a time that suits Montessori Children's House Wanaka operations*. This has become more applicable due to the fact that numbers of children and staff have both grown significantly, and it is more and more difficult to manage, particularly for extended periods.

As a general principle, holidays of more than one week duration during term time do not suit Montessori Children's House Wanaka operations, however we recognise that at times people wish to take leave for special reasons.

The effects we have had to consider are:

- more pressure on staff that have to cover and or cope with staff changes
- instability for the children due to staff changes
- trying to find relievers

The guideline is that staff will not be entitled to take extended leave in any sequential year, however exceptional circumstances will be taken into account on a case by case basis. At Montessori Children's House Wanaka Extended Leave is classified as Annual Leave which is taken beyond your annual entitlement (that exceeds 1 week of leave taken during term time)

The situation regarding applications to take holiday *remains the same*. A holiday form needs to be submitted and staff must await approval **before** committing to their time off. When considering leave applications, to be fair to all parties, approval will be based on whether the application minimises the above effects and how often leave has been granted to the applicant.

Any granted leave will be recorded on the Managing Teacher's office calendar and no two sets of leave will be granted at the same time except in special situations at the Managing Teacher's discretion.