

Staff Leave & Attendance Policy

School Administration

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a staff leave and attendance policy — leave types and entitlements, application and approval, vacation rules for teachers, attendance and punctuality, and ensuring class coverage — so leave is fair and classes are never disrupted or unsupervised. Use it to manage leave. For substitution use the Workload & Substitution Management tool.

Purpose of this tool & output

Manage staff leave without disrupting classes

How the output is used

Adopt a staff leave and attendance policy that manages leave without disrupting classes.

Who receives it

Approved by management; applies to all staff.

Important cautions

Honour statutory leave (e.g. maternity) fully; require coverage arrangements so classes are never left unsupervised, and apply the policy fairly and consistently.

Companion documents

- School HR Policy Handbook
- Salary Structure & Increment Framework
- Staff Wellbeing & Motivation
- Leadership & Succession Development
- School Culture & Team Building

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.