

SCHOOL PROCEDURE 54: STAFF LEAVE

Rationale

To ensure staff are given the opportunity to take desired leave within their entitlements, dependent upon the needs of students, teaching colleagues and school.

Purposes

1. Granting leave, authorised under the current and relevant Primary Teachers, Post Primary Teachers, Clerical and Ancillary Staff Collective Employment Agreements.
2. Recognising obligations as an Equal Employment Opportunities employer.
3. Providing consistency in the granting of leave where it is discretionary or otherwise.
4. Ensuring individual records of all staff leave taken and remaining entitlements are maintained

Guidelines

1. Application for leave will not be unreasonably withheld. All decisions made will be fair, equitable and consistent.
2. All staff will use the relevant form when applying for leave, or completing the form when returning from leave.
3. The School Board and Principal will observe the current and relevant Primary Teachers, Clerical and Ancillary Staff Collective Employment Agreements criteria relating to staff leave.
4. The School Board has discretion in granting discretionary without pay under the respective employment agreements for its employees.
5. The principal has authority to approve leave applications within a staff member's entitlements.
6.
 - a) The principal has a delegated authority from the Board to grant discretionary leave without pay for a period of up to two weeks for a staff member on application.
 - b) The Board will consider all other applications for special leave, or any decision of the principal, a staff member may wish to have reviewed.
7. All applications for discretionary leave will be considered on merit, but preference will be given to those requests for leave for:
 - a) compelling family reasons
 - b) professional development

All applications for discretionary leave, **other than 7 a) & 7 b) above**, should be made at least two months before the leave is required.

8. Except in cases of illness or accident, no staff members shall be absent from duty without the authority of the principal; in the case of the principal, the board will need to provide such authority.

9. In cases of illness, the principal, must be advised as soon as possible of any absence.
10. A medical certificate will be required by the principal for staff leave and by the board for principal leave, *but generally* not for a period of absence due to ill health under three days.
11. Through the Primary Teachers' (including Deputy and Assistant Principals and Other Unit Holders) Collective Agreement, there is a range of conditions relating to leave, including:
 - Sick Leave
 - Parental Leave
 - Bereavement/Tangihanga Leave
 - Discretionary Leave
 - Jury Servie and Witness Leave
 - Study Leave
 - Unpaid Refreshment Leave
 - Paid Sabbatical Leave
12. In all cases where an application for leave is made, the staff member concerned and principal, or board in the case of a principal applying for leave, will refer to the relevant Collective Employment Agreement for guidance.

Study Leave Provisions:

1. When applying for leave the applicant must give reasonable notice of that intention; this is to allow the Board / management time to find a suitable replacement.

Advanced notification to the School Board of the intention to apply for study leave. This must be a minimum of two terms. Generally, no more than 1 staff member at a time will be considered for leave of more than one term.

2. Where possible it is agreed that the time frames stated in the contract (a school term, year) refer to a particular term e.g. Term 1 or a year e.g. January to December. While staff may still apply for leave across 4 terms, or part of 2 school years, they need to be aware that such disruption may influence the Board's decision.



C. Stevenson
PRINCIPAL

Dated: 17 March 2022

APPENDIX 1: Teacher Leave Form
APPENDIX 2: Support Staff Leave Form