



3.7 Staff Leave

From time to time staff members may request leave from school duties either for reasons contained in their contract or for other reasons. It is important that all applications are treated fairly and equitably.

Guidelines

Sick Leave

1. All staff members have sick leave entitlements. Once used, sick leave is unpaid although teachers can request up to 5 days sick leave in advance from Novopay. Where granted, teachers will be required to repay days used in advance if they leave the profession.
2. When a staff member is absent on sick leave for three consecutive days, they will provide a medical certificate stating the nature of the illness or injury. This does not prevent the Board requesting a medical certificate for a day's absence. In such cases, this would be at the Board's expense.
3. The school pays for relievers from our operation grant. If a teacher has been absent for more than 8 days, the Ministry of Education will pay the ongoing reliever costs. However if a person returns to work and then goes back on sick leave, the eight days absence count starts from 0 again. Teachers on sick leave are requested to ensure they are fully well before returning to work.
4. The Principal, Deputy or Associate principal must be contacted prior to your normal starting time if you are to be absent from work due to sickness or an emergency so they can organise cover for your absence.

Discretionary Leave

1. Applications for leave of absence not provided for in contracts or awards outside of term breaks, will be considered on an individual basis on the merits of that leave.
2. Staff will fill in a Leave of Absence request and hand that to the principal. This includes leave during any part of the school day excluding the lunch hour when not on duty.
3. Factors to be considered in the granting of leave include: (a) the reason for the leave request (b) the benefits to the school in granting leave (c) the potential disruption to the teaching programme or the operational requirements of the school (d) the availability of a suitable relief person (e) the cost to the school (f) length of service (g) the frequency and total number of requests (h) other relevant information or circumstances pertinent to the application.

4. The Principal has a duty to advise the Board of Trustees to decline any application for discretionary leave if the Principal considers such leave would adversely affect the continuity of teaching or that the * cost of the reliever will be an excessive drain on the school's resources.

**Short term relievers are usually paid from school funds at 1.4 FTTE.*

Long term relievers can usually be paid from Teacher Salaries (TS) and at 1.00 FTTE.

5. Leave will be considered under the following categories.
 - Short term discretionary leave up to five days. This may be granted by the Principal.
 - Medium term leave - periods greater than five days and less than one term.
 - Long term leave - all periods of one full term or greater.
6. Applications for leave should be made in writing (in most cases two months in advance of the leave dates required) to the Board of Trustees in writing through the principal, stating the full reason that leave is required.
7. This application will be considered at the Board of Trustees meeting following receipt of the application and before the leave is required.
8. Applicants need to ensure the application reaches the principal at least 1 week before a Board meeting.
9. Teachers should not enter into firm travel or other commitments prior to a decision on the leave application having been made by the Board.
10. Where leave has been approved by the Board of Trustees for any reason and circumstances change so that the reason for the application is no longer valid (e.g. travel arrangements not proceeded with) the Board must be informed immediately. Leave will then be reconsidered in the light of the changed circumstances.
11. The Principal will ensure that continuity of staffing is maintained through the employment of suitable long term relieving teachers, when teachers are granted leave of absence, with reference to the appointment policy.
12. Unless otherwise stated in employee contracts, all discretionary leave will be unpaid.
13. Teachers on a year's leave are expected to notify the Principal one term prior to the leave end date of their intention to return or otherwise.
14. If you intend to stand for Parliament you must discuss this with your employer, to arrange leave. (This will commence at an agreed date, as per the *Electoral Act 1993*.)

Other leave

15. Applications for Study leave and all other leave are to be considered with reference to the relevant collective agreements.
16. The Board will not consider any requests to cashing up annual leave under the provisions of the Holidays Act 2003.
17. Maternity leave and parental leave is covered by NZEI contract and Department of Labour guidelines.

18. Payment during leave will be made in line with contract provisions.
19. The Property Officer is entitled to holiday leave during school break times but the dates of this leave need to be agreed with the principal so any special arrangements needed can be put in place during the leave period.