

CENTRAL SCHOOL

Te Kura Waenga O Ngāmotu



NAG 3 - STAFF LEAVE POLICY

PURPOSE

It is important that the Board of Trustees as an employer has a fair policy and procedure relating to staff leave and that staff have a clear understanding of the policy and procedure. The culture of Central School Te Kura Waenga O Ngāmotu is that teachers and students attend school on school days.

POLICY

1. To comply with New Zealand legislation and the terms and conditions of staff employment agreements.
2. To be a good employer.
3. To provide consistency in the granting of leave.

GUIDELINES

1. Unless there are special circumstances, all applications for leave, with or without pay, are to be made on the approved form at least 30 days prior to leave being required and handed to the Principal for recommendations or remarks.
2. All applications for leave will be considered. All decisions will be fair, equitable and consistent although meeting the school's need is paramount.
3. All applications for mandatory leave as set out in the Primary Teachers (including Deputy and Assistant Principals and other Unit Holders) Collective Agreement (other than discretionary leave) will be approved by the Principal.

4. Section 4.7.1 of the Primary Teachers Collective Agreement allows for Unpaid Refreshment Leave. Where this is granted, it will only be granted once per qualifying period, and without a return to work in between. Should a teacher be granted one terms leave but, for example, take only two weeks, the remaining time is no longer available and does not accumulate for use at a later time.
5. Outside of this, discretionary leave of up to two weeks may be considered and if appropriate granted by the Principal. Discretionary leave for longer than two weeks may be considered by the Principal and approved by the Board. Examples of why this might be applied for are given in section 4.5.1 of the Primary Teachers Collective Agreement. In addition, for the purpose of discretionary leave, the Principal and/or the Board will consider:
 - (a) If there is an appropriate teaching resource available;
 - (b) The financial implications of the leave;
 - (c) The amount of discretionary leave that has previously been taken.
6. Staff will be required to produce a suitable medical certificate to support sick leave in accordance with the terms and conditions of the Primary Teachers Collective Agreement.
7. Individual records of all staff leave taken and remaining entitlement will be maintained by the school or the Agency servicing the payroll.