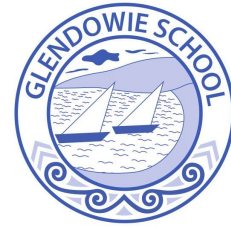


Policy Glendowie

STAFF LEAVE POLICY



PURPOSE

That Employee leave is effectively managed and reported

The Board (and their delegate/s) monitor and manage employee leave so that the operational needs of the school are balanced with the individual needs of the employee, financial risk is minimised and legal requirements are met.

GUIDELINES

- The Principal, as the chief executive of the school, acts for the Board of Trustees by approving entitlement leave within relevant employment agreement provisions, within Board policy, and within funding arrangements applying to the school.
- The Principal will advise the Board of Trustees of any leave granted, which exceeds 4 days e.g. sick days
- Employees applying for leave need to state whether they are applying for sick leave, parental leave, bereavement leave, study leave, discretionary leave, or Leave Without Pay etc. (see also relevant clauses Primary Teachers Collective Agreement and clauses relevant to support staff).
- The Board of Trustees will observe the current Primary Teachers Collective Employment Agreement, the Support Staff Agreement, Caretakers and Cleaners Agreement, with the Kaiorehi to Reo Agreement and any legislative requirements.
- When granting leave, the Principal and Board will ensure the risk of financial liability is minimised, operational needs are met, and the needs of individual staff are considered.
- Board approval is sought for any requests for discretionary staff leave longer than 3 days (unless the timing is such that the leave needs to be imminent e.g. accident or illness of a family member). The Chairperson will be advised, who will direct the timing and the nature of the advice to the Board.
- Board approval is sought for any requests for discretionary leave without pay of longer than three days.
- Board approval is sought for any requests for staff travelling overseas on school business.
- The Board is advised of any staff absences longer than four consecutive school days.

Discretionary Leave

- Leave applications from staff for paid or unpaid discretionary leave purposes will be considered by the Board of Trustees on the recommendation of the Principal. The Principal/Board of Trustees will take the following factors into consideration when deciding whether to approve/decline discretionary leave with or without pay:
 - the timing of the leave and any potential disruption to the education of the

- children and/or the operational requirements of the school.
- whether leave could reasonably have occurred during school vacation time.
- the availability of suitable relieving teachers.
- the cost to the Board of providing relief where leave is with pay.
- the benefits to the school in granting leave.
- the extent of leave already granted.
- the purpose of the leave.
- the uniqueness and frequency of the requests.

Note: Boards should note the list above is in no particular order.

- Except in exceptional circumstances applications for leave should be made by staff at least one month prior to when the leave is required and in order to fit in with B.O.T. meeting schedules.
- The Principal will refer to the B.O.T. any discretionary leave applications which cause concern with regards to the above criteria. This would be in terms of applications to the Principal including up to 3 day.
- Any teacher declined discretionary leave by the Principal may appeal to the B.O.T. for reconsideration.
- Long Term Leave without pay (the period as defined by Novopay) may only be considered if a staff member is permanent and if they have had a minimum of 2 years service.
- The Board will manage and monitor the Principal's leave according to this policy and the Principal's collective contract conditions.
- The Principal will ensure effective leave management procedures are implemented, communicated and monitored.
- The Principal will ensure accurate leave records are kept which comply with the requirements of the Holiday Act. (The Novopay report contains this information)
- The Principal delegates to the Executive officer the direction to submit information regarding leave promptly to Novopay.

Sick Leave

The Board of Trustees will abide by the current Primary Teachers Collective Employment Agreement, the Support Staff Agreement, Caretakers and Cleaners Agreement and the Kaiorehi te reo Agreement. An employee, other than a teacher who is employed for 52 weeks of the year, **may** be granted annual leave if they no longer have any sick leave entitlement.

Special Leave

The Principal is delegated to approve special leave up to three days' leave without pay provided it fits with the Board's funding arrangements.

Accumulative Leave (Annual Leave)

If an employee (not a teacher but staff member who is paid 52 weeks a year) has accumulated an excessive amount of leave then a plan will be made with the employee on how to reduce the leave e.g. caretaker taking leave in holidays, cashing up a week of annual leave a year as per the following guidelines.

- Make a plan with the employee/s and reach agreement about how to reduce the

leave. This could include taking long periods off of work or reducing the days worked per week.

- Cash up to one week of annual leave per year, at the employee's request.
- If an agreement with the employee about how to use their leave is unable to be reached, the employee may be directed to take annual leave with at least 14 days' notice of the requirement to take some or all of their accrued leave

Approved 14/05/2013

Board of Trustees Meeting



Signature of Chairperson

Reviewed 24/03/2020