

# Kahurangi School

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## Discretionary Leave Policy

### Rationale

The Kahurangi School Board of Trustees is governed by relevant legislation, collective agreements and good employer practice. The Board is committed to being a good employer and to ensuring that the needs of students are at the forefront of its decisions.

The relevant collective agreements in place at the time of any leave application have provisions governing leave taken when the school is not open for instruction, sick leave (including caring for dependents), parental leave, bereavement/tangihana leave, study leave, sabbatical leave, refreshment leave, and leave required for jury service or to be a court witness. Leave required for other purposes is discretionary or special leave.

### Purpose

1. To ensure that decisions regarding discretionary/special leave are made fairly and transparently.
2. To ensure that the needs of the applicant for leave are balanced with the needs of the school.
3. To clarify the delegations to the Principal in this area.
4. To provide guidance to the Principal to assist with decisions about granting leave.

### Delegations

1. Decisions on applications for discretionary/special leave of up to and including five days are delegated to the Principal.
2. All applications of discretionary/special leave for more than five working days are to be decided by the Board.

### Guidelines

1. Where possible, applications for discretionary/special leave of more than five days are to be made at least one term in advance of when the leave is required.
2. Discretionary/special leave will normally be leave without pay.
3. All applications for discretionary/special leave must indicate whether the leave sought is paid leave or unpaid leave.
4. The Principal and/or Board will decide the application based on:
  - the impact of the leave on the students
  - the duration of the leave
  - the impact of the leave on the school
  - the reason for the leave
  - the tenure of the applicant

- previous discretionary leave granted to the applicant.

5. All leave applications and their results are to be recorded on staff employment files.

## Documentation

The Board expects the following to be in the school:

- leave application forms
- collective employment agreements or individual employment agreements
- a record of past leave applications and decisions.

Date approved by the Board

23 May 2018



Cathryn Curran-Tietjens | Board Chairperson

# Kahurangi School Discretionary Leave Application

Staff member's name:

Date:

Amount of leave requested:

Are you applying for this leave to be paid or unpaid?

Detail reason for request:

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| From | To | Days to be Taken |
|------|----|------------------|
|      |    |                  |

*Note: Discretionary leave policy must be attached.*

\_\_\_\_\_  
Staff member signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Principal's response:**

Application for \_\_\_\_\_ days leave has been

- Approved Conditionally\*
- Approved
- Denied

\*If conditionally approved – conditions are:

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If denied - reasons are:

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\_\_\_\_\_  
Principal's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Note: The following documents must be kept in the employee's confidential file.**