



Staff 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/tangihanga 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

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

Guidelines

1. The staff leave policy provides guidelines for applying for leave, and for approving leave applications, that:
 - are fair to everyone
 - ensure the school remains adequately and appropriately staffed throughout the year
 - enable the school to meet its charter obligations and national administration guidelines.
2. Staff may request leave, with or without pay, as they are entitled to according to the guidelines in their relevant Employment Agreements.
3. Staff apply for leave by submitting the completed leave application form to the Principal.
4. Staff should submit leave applications well in advance of the leave date. The school will consider the application as quickly as possible. The school keeps all processed leave applications on file to ensure that consistency and precedent are managed over time.
5. Discretionary leave is leave that is not mandated by an employment agreement. The school considers requests for discretionary leave using the criteria for discretionary leave (recorded below) and the following table;

Type of leave	Administered by
Discretionary leave, with or without pay, for 5 days or less	Principal
Other leave, e.g. bereavement/tangihanga, sick, parental, domestic violence, etc.	Principal, according to the terms of the employment agreement and any relevant legislation
Jury service and witness leave	Principal, according to the terms of the employment agreement
Discretionary leave, with or without pay, for more than 5 days and less than 6 weeks – a short-term reliever is employed for less than 6 weeks	Board of Trustees
Long-term leave (more than 6 weeks), e.g. study leave, sabbatical leave, refreshment leave	Board of Trustees

6. The Kahurangi School board of trustees will not consider any requests to cash-up annual holidays under the provisions of the Holidays Act 2003 and its 2011 amendments.
7. State servants who wish to stand for election as members of Parliament are placed on unpaid leave of absence for the purposes of their candidature. For more information, see *Ministry of Education Circular 2017/02*
8. The board of trustees administers leave requested by the Principal according to the relevant employment agreement.

Criteria for Discretionary Leave

Approval of discretionary leave is based on consideration of the following criteria:

- discretionary leave section of the relevant employment agreement
- length of the applicant's teaching service, and their length of service at the school
 - Unless there are exceptional circumstances, leave for periods of 1 year or more will only be considered for teachers who have taught for at least 3 years at the school.
- length of time since leave was last granted to the applicant
- relevance to the school's strategic plan and annual goals
- purpose of the leave, and its impact on the wellbeing of the staff member
- effect of the applicant's absence on colleagues and on existing teaching programmes
- welfare of students
- consistency and precedent
- timing:
 - A year's leave should coincide with the school year if at all possible.
 - Leave of less than a year should coincide with the school terms, beginning and/or ending with a holiday period if at all possible.
- time of year, taking into account the school programme, the likely availability of relieving staff, and the impact on school funding in the case of leave without pay.

Resources

- Employment New Zealand: Leave and Holidays

Legislation

- Employment Relations Act 2000
- Holidays Act 2003
- Parental Leave and Employment Protection Act 1987
- Electoral Act 1993
- Domestic Violence–Victims' Protection Act 2018

Date approved by the Board | 1 July 2020



Cathryn Curran-Tietjens | Board Chairperson



Leave Application Form

To be completed by the applicant

Name		Date	
Leave requested from	/ /20 to / /20	Number of days	
Purpose of leave			
Leave application is to	Please circle: Principal or Board of Trustees		
List any leave requests granted to you in the past 3 years:			
Are you applying for leave with pay or leave without pay?	Please circle: Leave with pay or Leave without pay		
Give details of any other information that supports this application:			
Applicant's signature			

To be filled in by approver

This leave has been	Please circle: Approved or Declined		
Name and position			
Signature			
Date			