

POLICY:

STAFF LEAVE

RATIONALE:

The granting of leave under the current employees' awards is a condition of being a good employer.

The B.O.T. will recognise their obligations to their employees' conditions of service.

PURPOSE:

1. The B.O.T will recognise their obligations as an Equal Employment Opportunities' employer.
2. To follow relevant employment awards.
3. To provide consistency in the granting of leave where it is discretionary.
4. To recognise that in some cases the Board Of Trustees' must give the final approval.
5. To maintain individual records of all staff leave taken and remaining entitlement.

GUIDELINES:

1. The B.O.T. will adhere to the conditions contained in the current Primary Teachers' Collective Employment Contract and any other awards covering ancillary staff. Leave with pay will be considered by the Board in accordance with these regulations.
2. Application for leave will not be unreasonably withheld.
All decisions made will be fair, equitable and consistent.
The Principal will bring to the Board any applications for more than a week for their approval. This includes any applications sought from the Ministry Of Education according to specified criteria for sporting or culture activities.
3. Discretionary Leave
When considering applications for discretionary leave, the Principal will follow the conditions set down in the appropriate awards.
In cases where the staff member is unavoidably absent for just part of the day. i.e. less than 1.5 hours, the school can be flexible and cover the staff member's duties for this period.
For longer periods of time where it isn't possible to do this and a reliever needs to be employed the staff member concerned will need to discuss with the Principal, before this leave is taken, the length of time and what proportion will be with or without pay.
4. The Principal has authority to approve leave applications up to a duration of one week on full pay. The Board Of Trustees' will consider applications for longer periods.
5. In all instances of leave, employees should inform Principal or Deputy Principal A.S.A.P.
6. A medical certificate may be requested for any sick leave.

LAST REVIEWED:

18.03.2015