



Leave Procedural and Administrative Guidelines

1. The Principal, as the chief executive of the school, acts for the Board of Trustees by approving entitlement leave within relevant employment contract provisions within Board policy, and within funding arrangements applying to the school.
2. The Principal will advise the Board of Trustees of any leave granted, if requested by the board, or if leave approved is over one month in duration.
3. It is expected that four weeks annual holidays (four) will be taken within the school holidays. If this may not occur then the employee is to negotiate with the Principal as to when annual holidays will be taken. The Principal will advise the Board if this occurs (note this applies to teaching and support staff).

Discretionary Leave

4. 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. Before approving discretionary leave, the Principal/Board must ensure that the granting of the leave complies with any funding arrangements applying to the School.
5. 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 on pay;
 - the benefits to the school in granting leave;
 - the extent of leave already granted;
 - the purpose of the leave;
 - the time since granted last discretionary leave - 5 years.
6. Except in exceptional circumstances applications for leave should be made

by staff at least one month prior to when the leave is required.

Public Holidays

7. It is generally expected that staff will not work public holidays, and take this as a paid holiday. If staff do work a public holiday they will be paid time and a half for the hours worked, and take another day in lieu. If this replacement holiday is not taken within 1 year then it can be paid out if both the employee and Board agree.

Sick Leave

The prerequisite for an employee to take sick leave is that the employee is unwell to the point that they are unable to perform their normal duties, or that their spouse or other genuinely dependent person is sick or injured, and requires them for care.

8. Sick leave entitlements are provided for in employees contracts of employment. Prior to the payment of any sick leave the balance of an employee's sick leave entitlement will be checked.
9. All employees are required to advise the Principal (or the employee's manager) as soon as an employee is aware they will not be well enough to undertake their duties.
10. The Principal/Board requires a sick leave certificate to be produced, within one week of returning to work, for absences exceeding five days for all staff.
11. The Principal/Board may require a medical certificate at any time where the Board believes a second opinion or confirmation of an illness is required. The Principal/Board will elect a medical practitioner with costs being met by the Board.
12. Where there is an ongoing illness the Board may require a medical certificate and report from the doctor outlining a prognosis as to the likely length of time of the illness and/or return to work. Employment may be terminated for prolonged illness. The Board will seek industrial advice prior to any process commencing which may result in termination due to long term illness.
13. Medical certificates written in advance of illness will not be accepted and accordingly sick pay not paid. Any absence if such a case occurs will be treated as leave without pay.
14. No single medical certificate will be accepted for any period exceeding one calendar month.
15. In certain circumstances, the Board may request an employee to provide information on the reason for sick leave or seek written approval from the employee for the doctor to provide the reason. (Note: If an employee gives approval to the Board the doctor cannot refuse to provide the information).

16. Where the Board has good cause to believe there may be abuse of sick leave this will be treated as a disciplinary matter.
17. Some contracts provide for anticipated sick leave entitlements in exceptional circumstances or for disregarded sick leave. Where this may apply, the Principal/Board must seek Ministry of Education approval for funding prior to the anticipated or disregarded sick leave being approved.
18. Consideration should be given to grant sick leave in order to avoid infecting staff and students with infectious disease.
19. Sick leave is calculated in accordance with the Primary Teachers Collective Agreement.

Sick Leave for domestic leave purpose.

20. The employee may be asked for evidence of the illness of any dependent member of an employee's household.
21. The parental leave and employment protection act will apply. Mothers can take up to 12 months unpaid leave and male partner can take leave in accordance with the Primary Teacher's Collective Agreement. At least one months notice will be given of when leave is to be taken and when/if the parent intends to return to work.

ACC Payments and Sick Leave

Sick leave can be taken for unpaid time off for non work related accidents, eg. for the first week off work. For work related accidents the Board must pay the first week off work and cannot require the employee to take this as sick leave.

Personal Leave.

22. Personal leave must be applied for to the Board of Trustees through the Principal. Provisions and conditions for such leave will be dependent on the individual circumstances.

Bereavement Leave

23. This leave is available at any time genuinely relating to the death, and need not be taken consecutively (eg 2 days could be taken for the funeral, and 1 a year later for the unveiling). The entitlement is 3 days paid leave for an immediate family member (grand parent, parents and parents of spouse, spouse and siblings, child) and 1 day paid leave for any other person for whom the employer accepts the employee has suffered a bereavement. The Board authorises the Principal to decide if the employee is entitled to this day.

Note that the entitlements to sick and bereavement leave are not paid out when employment ends, while annual holidays and public holidays are .