



TIRIMOANA SCHOOL

STAFF LEAVE POLICY

RATIONALE:

The Board of Trustees as employer will demonstrate fairness and equity when approving leave requests guided by relevant collective employment agreements, employment law, and circumstances of each request.

AIM:

To clarify responsibilities and entitlements to leave requests.

GUIDELINES:

1. Approval of all leave requests is governed by the relevant collective agreement, notwithstanding occasional discretionary leave, where it is merited.
2. Approval of sick leave, maternity and bereavement leave will always follow relevant collective employment agreements and employment law.
3. Approval of annual leave for employees entitled to take annual leave will be negotiated by the principal with the employee concerned.
4. All employees are expected to plan personal leave for out of school term time, so as not to disrupt school activities. The Board however recognises that this is not always practical, and may grant discretionary leave, where it is merited.
5. The Principal as CEO/Manager has the authority to approve discretionary leave during term time for up to 5 days leave. This leave may be approved as either leave without pay or leave with pay, depending on circumstances and school needs.

It is important that the principal has this flexibility to decide upon occasional discretionary leave requests as the principal understands the various work requirements or events on a day-to-day basis that may enable leave to be approved or declined. Most often leave in such circumstances is less than two days, and often there is internal capacity to cover an employee.

6. Where discretionary leave is granted, the principal will consider the reason for the leave request, and the ease of providing relief cover, if required. Where there is no additional cost, the principal may approve leave on pay.

In the 21st Century good employers may need to exercise flexibility and generosity with leave requests, recognising the loyalty and commitment employees give to the organisation. If the Board expects to receive the most out of its employees, then it needs to demonstrate willingness to support employees' lives, providing this does not significantly disrupt school activities.

7. All leave requests during term time of greater than 5 days must be made in writing to the Board of Trustees.
8. Where extended (greater than 5 days) discretionary leave is requested, and where the Board is required to employ full relief cover, then the Board should consider the true cost of the leave requests when deciding. (Refer to the MOE formula for calculating Leave without Pay and the costs of employing relief cover).
9. The Board will maintain a leave register that will include copies of written leave requests, days taken, cost of relief cover, and total accumulated leave requests.
10. Paid leave to attend Professional Learning will be approved by the principal.
11. The Board of Trustees will ensure that it provides adequate resources in the annual budget to support anticipated leave, and all leave entitlements.
12. The Board Chairperson will have responsibility to approve or decline all leave requests including paid professional leave and discretionary leave for the principal.
13. The Board may in periods of special circumstances, such as a pandemic, provide disregarded leave for teaching staff as per the PTCA. The Board may provide paid discretionary leave for other affected staff.

CONCLUSION:

The Board recognises its responsibility to act as a fair employer in good faith for all its employees.