

# Rangiora High School Board of Trustees



## Staff Leave Policy

*The Leave Guidelines are based on the Collective Agreements for those employed at Rangiora High School. Leave falls into two types of categories – mandatory and discretionary as determined by the relevant contracts.*

### RATIONALE

The Board of Trustees recognises its statutory duty to be a good employer under the State Sector Act 1998, but the Board of Trustees' paramount concern is for the educational needs of the students of Rangiora High School.

From time to time staff members may request leave from school either for reasons covered by the Collective Agreements or for reasons other than those covered. It is important that all applications are treated fairly and equitably to ensure that satisfactory staffing levels are maintained in order to provide a quality education for all students.

### PURPOSE

- To ensure that all staff are aware of the process for applying for / considering any requests for leave.
- To ensure that all requests for leave are treated equitably and in accordance with current legislation and the relevant Collective Agreement.
- To maintain appropriate staffing levels to ensure such leave does not impinge upon operational requirements of the school.
- To provide guidelines for the Board and employees as to the situation where it may not be appropriate for discretionary leave to be considered.
- To enable the school to meet its Charter obligations and National Administration Guidelines.

### PROCESS

- The Principal has authority to approve leave applications either with or without pay up to a duration of 5 days. The Board of Trustees will consider applications for longer periods.
- The Principal, or designated Senior Leader, retains the sole right of appointment of the required relievers. Relieving positions for one term or longer will be advertised nationally.
- All leave applications will be treated in confidence, however, it is expected that with the applicant's permission the HOF or Line Manager will be consulted.

### GUIDELINES

#### **1. Mandatory Leave (*Leave provided for in the Contract*) Mandatory leave covers the following:**

- *sick leave*
- *parental leave including maternity leave*
- *bereavement*
- *special leave (includes Court proceedings, jury service, sports and cultural leave)*

- The Principal, as the Chief Executive of the Board of Trustees acts for the Board by approving entitlement leave within relevant employment contract provisions, within Board policy and within funding arrangements applying to the school.
- The Principal will advise the Board of Trustees of any leave granted, if requested by the Board, or if sick leave is over one month in duration.

**2. Discretionary Leave** (*When the Principal/Board of Trustees decides whether or not to grant leave paid or unpaid. No staff member is entitled to leave as of right.*)

- Leave without pay is a privilege not a right. In considering leave the needs of the school are paramount.
- Before approving discretionary leave, the Principal/Board of Trustees will take the following factors into consideration when deciding whether to approve/decline leave with or without pay:
  - The timing of the leave and any potential disruptions to the education of the students and/or the operational requirements of the school.
  - The timing of the leave – whether leave could reasonably have occurred during school holiday time.
  - The number of staff away at any one time.
  - The availability of suitable relieving staff.
  - The cost to the Board of Trustees of providing relief if leave is on pay.
  - The benefits to the school in granting leave.
  - The extent of the leave previously granted.
  - The purpose of the leave, i.e., directly related to improving learner outcomes, such as Teacher Study Awards, secondment to the Ministry, ERO or NZQA.
  - The duration of the leave requested.
  - The number of staff on leave during any one period.
  - Length of service at the school –
  - The wider contribution the staff member has made to the school.

- Except in exceptional circumstances staff should make applications for leave at least three months in advance in writing.
- Leave longer than five working days must be approved by the Board of Trustees. Maximum leave granted will be one year.
- It is anticipated that teachers requesting long term leave up to one year will also have considered the impact of their request on student’s learning. As a result, requests for a year’s leave should be made for the school year i.e. January to December and lodged by the end of Term 2 the previous year.
- Teachers who have been granted one year leave must notify the Principal of their intentions for the next year no later than the first week in September of their leave.

**3.** If leave for whatever reason is declined there is provision for appeal. The appeal provision is as follows:

- a) It will be in writing to the Chairperson of the Board of Trustees on the RHS “*Request for Leave BOT*” form.
- b) The appeal will be considered by three Board Trustees and one senior leadership member.
- c) The staff member concerned may bring a representative of their choice to the meeting.

**4.** When requesting leave for:

- a) Less than five days staff should complete the electronic “*Request for Leave*” Goggle Form Template’ which is electronically accessed by the Principal and approved/ declined accordingly
- b) For more than five days staff should complete the “*Request to BOT Leave Form*” and email to the BOT Secretary.

**5.** Leave with pay will generally be approved for staff undertaking work for the Ministry of Education,

NZQA, and other educational institutions where the cost of relief work is reimbursed to the school by the external organisation.

6. If staff members are to be paid directly for undertaking work for an organisation other than the school during times when they would normally be at school, they cannot also be paid by the school. However, in circumstances where staff members undertake work for the Ministry of Education, NZQA, or other educational institutions that involves time away from home or extended hours, additional remuneration may be considered appropriate. In these situations it may be a requirement that the staff member reimburse the school for the actual time spent away from classroom and other duties. Staff members seeking leave for such work are required to disclose all additional payments at the time of lodging the application.
7. If a staff member is ill, they are to ring the designated person, who will arrange for relief cover.
8. When a staff member is away from school for more five days due to illness, they will produce a medical certificate, so that the status of the leave can be determined as required by the relevant collective agreement. If there is a re-occurring pattern of absence, the Principal, may request a medical certificate (this will be at the school's cost).
9. All decisions will be made in a manner that is consistent fair and equitable.
10. It is expected that all staff granted leave without pay will return to their position at RHS at the conclusion of their leave.

Type of leave	Administered by:
Discretionary leave, with or without pay, for five days or less	The Principal
Other leave, for example, bereavement/tangihanga, sick, parental, etc.	The Principal, according to the terms of the Employment Agreement
Jury Service and Witness Leave	The Principal, according to the terms of the Employment Agreement
Discretionary leave, with or without pay, for more than five days and less than six weeks – a short term reliever is employed for less than six weeks.	The Board of Trustees
Long term leave (more than six weeks) for example study leave, sabbatical leave, refreshment leave	The Board of Trustees

## Legislation

- *Employment Relations Act (ERA) 2000*
- *Education Standards Act 2001*

## Supporting Documents

- PPTA Collective Contract
- Support Staff in Schools Collective Contract
- School Caretakers' and Cleaners' (including Canteen Workers) Collective Agreement.
- Secondary and Area School Groundstaff Collective
- Kaiarahi i te Reo, Therapists' ATSSO, Special Education Assistants' Collective Agreement.
- Rangiora High School Staff Notes.

<b>Date approved for consultation</b>	15 August 2018
<b>Date adopted by the BOT</b>	
<b>Date of Next Review</b>	2020
<b>Signed by the Board Chair</b>	
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