

Section C PERSONNEL MANAGEMENT

Policy Staff Leave

Date of Review May 2018

Reviewers Mark Shanahan, Ants Cotton, Lee Devenish, Suzanne Grivelle, Kath Kemp, Personnel Sub-Committee

GOALS:

To ensure that all staff are aware of the procedures to follow in relation to leave applications and that staff are treated fairly and in accordance with relevant collective employment agreements.

To give some indication to staff of the basis on which decisions will be made.

OBJECTIVES:

1. To outline procedures for teaching staff to follow in applying for leave with or without pay.
2. To outline procedures for support staff to follow in applying for leave with or without pay.
3. To outline procedures for support staff to follow in establishing the timing of annual leave arrangements, where these apply.

GUIDELINES:

1. Leave will be granted to teaching staff according to the provisions of the Secondary teachers' Collective Employment Agreement and to support staff under the relevant employment agreements.
2. Teaching staff who have been employed at Waitakere College for at least two years may apply for study leave. However length of service, full/part-time status and tenure shall be key considerations in endorsing such applications or approving the leave.¹
3. Teaching and support staff are expected to keep leave requests during term time to a minimum in order to facilitate the best possible service delivery to students. However, the Board recognises the need to act as a good employer in granting leave.
4. Applications for leave for up to 5 days can be granted by the Deputy Principal: High Quality Teaching (for teachers) or the HR/Principal's Personal Assistant (for Support Staff).
5. Applications beyond 5 days should be addressed to the Principal, who will deal with them in accordance with the relevant employment agreements and with this policy.
6. Applications of one term or more will be referred by the Principal to the Board for consideration.
7. Application for extended periods of leave may be granted after consideration of issues such as the impact on students, the benefits to the school, the circumstances of the staff member and the availability of suitably qualified staff to fill the position over the period of absence. The conditions under which this may be granted are indicated in the Appendix, Section 6.7 of the SCTA 2013-2015.

¹ Study leave applications require BOT endorsement and approval because they have significant financial and staffing implications.

8. Support staff who are entitled to annual leave are expected to take their leave at an agreed time. Requests for timing of leave will be gathered and negotiated by the HR Manager/Principal's PA during Term 1 of each school year.
Factors to be considered in establishing the timetable of annual leave will be:
- the wishes of the staff member
 - the need to avoid excessive disruption to school routines
 - the need to avoid placing an unreasonable burden on other staff
 - the need to ensure an effectively supervised holiday maintenance and/or building programme.
9. The agreed programme will be published to affected staff. From this time any changes to the programme would require special permission from the HR Manager/Principal's PA.

Chairperson

Principal

Date

APPENDIX TO STAFF LEAVE POLICY

Section 6.7 of Secondary Teachers Collective Employment Agreement 2015-18

6.7 REFRESHMENT LEAVE

6.7.1 Full-time registered teachers who have attained the Experienced Classroom Teacher level of the [Professional Standards](#) shall be entitled (subject to 6.7.2) to take unpaid refreshment leave of one school term after three years in the school or up to one school year after five years in the school. When a period of refreshment leave has been taken, a further period of qualifying service in the school, from the date of return from leave, is required before the teacher may be considered for further refreshment leave.

6.7.2 Entitlement to refreshment leave is subject to:

(a) The teacher providing reasonable notice to the employer of their intention to take refreshment leave; and

(b) The employer's ability to find a suitable reliever to fill the vacancy created by the teacher taking the leave. A suitable reliever is a teacher who will be able, to the satisfaction of the employer, to relieve in the school during the period of the teacher's leave. The employer shall use reasonable endeavour to find a suitable reliever. Reasonable endeavour in this context means accessing the usual pool of relievers, advertising locally if necessary, and does not mean advertising regionally or nationally, except as required in this agreement. It does not require the employer to place more than one advertisement; and

(c) The teacher not being subject to current competence or disciplinary processes under this agreement or previous agreement or employment contract at the time that leave is sought; and

(d) The maximum number of teachers who can be on refreshment leave at any one time in a school is calculated as follows:

| Number of teachers in the school | Maximum number of teachers who may be on refreshment leave at any one time |
|---|---|
| Up to 15 teachers | Two teachers on leave |
| 16 to 21 teachers | Three teachers on leave |
| 22 or more teachers | Four teachers on leave |

Where more than the maximum number of teachers in the school request the refreshment leave, priority will be dependent on the length of service of the individual teachers in the school.

6.7.3 Time off on refreshment leave will count as service for the purpose of salary increments, long service and severance calculations. It will not count for the purposes of sick leave or holiday pay calculations or for entitlement to public holidays.

6.7.4 Teachers on refreshment leave of greater than one term who are eligible for an annual increment during the period of their leave shall not require attestation for that increment providing their previous two attestations were satisfactory.

6.7.5 A teacher may not take up a teaching position in another state or integrated school while on refreshment leave. This restriction does not preclude a teacher on refreshment leave agreeing to undertake occasional day-relief duties.

Note: *The qualifying periods set out in 6.7.1 for refreshment leave relate solely to this provision and do not apply to any other forms of leave.*