

SECTION C (NAG 3) PERSONNEL MANAGEMENT

POLICY: Day Relief

DATE OF REVIEW: August 2022

**REVIEWERS: Ants Cotton, Isa Tausa, Mark Shanahan,
Personnel Sub-Committee**

GOAL

- To ensure that the best possible cover is provided for teachers absent from class.
- To ensure that the disbursement of money for day relief is done fairly and logically in the interests of both students and teachers.

OBJECTIVES

- To define the quality of day relief teachers who should be employed and the basis of their employment.
- To establish the purposes for which day relief funds are to be used.
- To confirm the need for support and organisation systems for relief teachers.
- To make effective use of existing staffing.

GUIDELINES

1. Generally only registered teachers/LAT are to be employed as day relief teachers.
2. Day relief teachers will be paid according to the Secondary Teachers' Collective Employment Agreement.
3. The first choice to cover the classes of absent teachers will be other teachers within the school whose timetabled non-contact hours number more than their entitlement.
4. Funds are set aside to cover day relief for the following main purposes:
 - Employment agreement entitlements
 - Education outside the Classroom (EOTC)
 - Professional development
 - Specific contracts which may vary from year to year.

Teachers may also need to be out of class for purposes such as attending pastoral care meetings or the co-ordination of major school events. These are considered on a case-by-case basis.

1. The Deputy Principal: High Quality Teaching approves all leave except for longer absences beyond 5 days which are referred to the Principal.
2. The Deputy Principal High Quality Teaching oversees the organisation and approval of EOTC, in accordance with BOT policy.
3. The Deputy Principal High Quality Teaching oversees the organisation and approval of leave for professional development, in accordance with BOT policy.
4. The Deputy Principal in charge of Day Relief is responsible for the oversight of these funds and the day-to-day organisation of day relief. The person also acts as a point of contact and support for day relievers, putting them in touch with other staff as necessary.

5. It is expected that the Senior Leadership Team seeks to minimise the cost of day relief as much as possible, while continuing to employ the best people available for the particular day relief jobs.
6. Day relief costs are to be a consideration in the approval of education outside the classroom and professional development activities.
7. Heads of Department are expected to actively support day relief teachers within their subject areas, while Deans and senior staff are expected to provide back-up as necessary.

Signature of Chairperson

Signature of Principal

Date