

OKAIHAU COLLEGE POLICY : STAFF LEAVE

Rationale

Leave may be granted with or without pay and be short or long term. It should ideally provide benefit for both the applicant personally and the school as a whole. All requests must firstly be considered in terms of awards and regulations so that it can be established whether or not the leave is mandatory. All applications for non-mandatory leave will be evaluated in terms of the Principles and Guidelines.

Principles

- This applies to the granting of leave under the current employees contract. Terms and conditions of employment is a condition of being a good employer.
- All guidelines will be given full consideration and decisions made in a consistent manner.
- Applications for leave should not be unreasonably denied.
- The Board of Trustees will recognise its obligations as an Equal Employment Opportunities employer.
- The Principal retains the right of appointment of the required relievers.
- Except in cases of sudden illness or accident no staff member should be absent from duty without the authority of the Board of Trustees.

Guidelines

The Principal shall have the right to approve written applications for leave without pay for periods of up to one week and applications for leave with pay as provided for in the employee's terms and conditions of service.

In considering applications for Leave without Pay the Board will take into account any expenses the Board may incur.

1. Where the period of leave without pay will exceed 1 term, no more than one such period of leave will normally be granted over a six year period. Exceptional circumstances will be considered.
2. The reason for the leave, must be clearly stated, for example, widened experience, improved health, professional advancement, improved qualifications.
3. Wherever possible the availability of a suitable reliever.
4. Applicants for leave should clearly state in their application their intention to return and give continued valued service to the school.
5. Leave with pay granted in accordance with awards and regulations eg sickness, paid study leave should have no bearing on subsequent applications for leave without pay.
6. Leave without pay adjacent to the school holidays shall not be granted on a first in/first served basis.
7. All applications will be considered at the Board Meeting two months prior to when the leave is required.

The Board will keep such records as will enable the Board to establish equitable treatment of each application.