



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

**Kamo Primary School**

## **NAG 3 - Policy and Procedure STAFF LEAVE**

### **RATIONALE:**

The granting of leave is a condition of being a good employer.

### **PURPOSE:**

- 1 The BoT will recognise their obligations as an Equal Employment Opportunities employer.
- 2 To follow relevant employment agreements and legislation.
- 3 To provide consistency in the granting of leave where it is discretionary.
- 4 To maintain individual records of all staff leave taken and remaining entitlement.
- 5 To maintain consistency of learning programmes.

### **GUIDELINES:**

- 1 The BoT will observe the current agreements. Leave with pay will be considered by the Board in accordance with these.
- 2 The BoT has discretion in granting: Special leave with pay; Special Leave without and pay Study Leave.
- 3 Applications for leave will not be unreasonably withheld. All decisions made will be fair, equitable and consistent.
- 4 Long Term leave cannot be applied for, for a period of 2 years after the return from previous long term leave. Please check Collective Agreement.
- 5 All leave is to be approved by the BoT before finalising any arrangements.
- 6 The Principal has authority to approve leave applications up to a duration of 5 days on full pay in special circumstances. The BoT will consider applications for longer periods.
- 7 The Principal will report to the BoT on all staff leave applied for through in committee.
- 8 Except in cases of sudden illness, or accident, no teacher shall be absent from duty without the authority of the Principal, or the BoT.
- 9 The Principal has the responsibility of appointment of the required relievers.
- 10 All support staff are covered by relevant agreements and legislation.

Signed: ..... Principal

Signed: ..... BoT Chairperson

Reviewed: Term 3, 2021

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