



Policy – Staff Leave Policy

Policy to support NAG 3 Personnel

Outcome statement

There will be a clear and transparent process for approving leave applications, that :

- Is fair to everyone
- ensures the school remains adequately and appropriately staffed throughout the year.
- enables the school to meet its charter obligations and national administration guidelines.

Staff will request leave (with or without pay) as they are entitled to according to the guidelines relating to their Employment Agreements.

Scoping

This policy will be applied to all staff as per the relevant collective agreements.

Delegations

The principal is delegated the responsibility for ensuring that this policy is applied across all paid staff.

Expectations and limitations

Staff apply for leave by submitting the completed leave application form to the Principal.

All sick leave longer than 3 days (Support Staff) and 5 days (teachers) will be accompanied by a medical certificate.

Staff should submit leave applications well in advance of the leave date. The school will consider the application as quickly as possible. The school keeps all processed leave applications on file to ensure that consistency and precedent are managed over time.

Discretionary leave is leave that is not mandated by an employment agreement. The school considers requests for discretionary leave using the criteria for discretionary leave and the table below.

Type of leave	Administered by
Discretionary leave, with or without pay, for 5 days or less	Principal
Other leave, e.g. bereavement/tangihanga, sick, parental, etc	Principal, according to the terms of the employment agreement
Jury service and witness leave	Principal, according to the terms of the employment agreement
Discretionary leave, with or without pay, for more than 5 days and less than 6 weeks – a short-term reliever is employed for less than 6 weeks	Board of Trustees
Long-term leave (more than 6 weeks), e.g. study leave, sabbatical leave, refreshment leave	Board of Trustees

Criteria for Discretionary Leave

Approval of discretionary leave is based on consideration of the following criteria:

- discretionary leave section of the relevant employment agreement.

- length of the applicant's teaching service, and their length of service at the school.
 - Unless there are exceptional circumstances, leave for periods of 1 year or more will only be considered for teachers who have taught for at least 3 years at the school.
- length of time since leave was last granted to the applicant.
- relevance to the school's strategic plan and annual goals.
- purpose of the leave, and its impact on the well-being of the staff member.
- effect of the applicant's absence on colleagues and on existing teaching programmes.
- welfare of students.
- consistency and precedent.
- timing:
 - A year's leave should coincide with the school year if at all possible.
 - Leave of less than a year should coincide with the school terms, beginning and/or ending with a holiday period if at all possible.
- time of year, taking into account the school programme, the likely availability of relieving staff, and the impact on school funding in the case of leave without pay.

The Pukekohe Hill School Board of Trustees will not consider any requests to cash-up annual holidays under the provisions of the Holidays Act 2003 and its 2011 amendments.

State servants who wish to stand for election as members of Parliament are placed on unpaid leave of absence for the purposes of their candidature. For more information, see Website link icon Ministry of Education Circular 2017/02.

The Board of Trustees administers leave requested by the Principal according to the relevant employment agreement.

Procedures/supporting documentation

Staff leave application form

Monitoring

SUE reports

Sick Leave report

Legislative compliance

Employment Relations Act 2000

Holidays Act 2003

Parental Leave and Employment Protection Act 1987

Electoral Act 1993

Reviewed: *May 2025*

Next review: *May 2028*
