



3.5 STAFF LEAVE

Approved by: Board of Trustees
Contact: Headmaster
Group: LT, PPTA, NZEI

Date effective: Sept 2017
Review date: Sept 2020
Reviewed by: LTeam, PPTA, NZEI

Policy Statement

Nelson College will grant leave to staff for a variety of reasons including:
Entitlement under the PPTA & Support Staff in Schools Collective Contracts
Professional development
Personal

Rationale

Leave in specified circumstances is an entitlement under the Collective Contracts.
Leave for professional development has wider benefits for the school community.
The College is concerned for the wellbeing, health and welfare of staff.

Responsibility for Implementation:

Headmaster

- Will have overall responsibility for the implementation of the policy

Guidelines

This policy should be read in conjunction with the PPTA & NZEI Collective Contracts.

Procedure:

1. All applications should be addressed to the Headmaster using the Staff Leave Application form or email template form.
2. Leave Application forms are available from the tower in the staffroom.
3. Applications need to be made as soon as possible and should provide any appropriate supporting evidence.
4. Leave applications for one term or more should be made by July 1st of the preceding year where possible
5. Extended Leave which is discretionary will only be considered if a suitably qualified and experienced relief teacher is available
6. Applications will be dealt with on a case by case basis and the following may be considered when granting leave, with or without pay:
 - The purpose of the leave
 - The amount of leave already granted to that teacher
 - Contribution outside the classroom and administration.
 - The value accruing to the College on the applicant's return.
 - Length of service
 - PPTA Collective Agreement
 - NZEI Collective Agreement
 - Other extenuating circumstances
7. Decisions will be conveyed to applicants in writing.
8. The Headmaster's Secretary will keep a record of leave granted to ensure consistency.

9. Completed leave application forms will be copied and given to the staff member, finance assistant and relief coordinator
10. Teaching Staff are responsible for
 - ensuring that appropriate and sufficient relief work is prepared for their classes
 - that the relief period form is completed for each period they are away and given to the relief coordinator
 - that any behavioural issues with their students during the leave period is followed up in consultation with the Deputy Principal

Related Policy:

- Personnel Policy – Teacher Relief
- Personnel Policy - Staff discipline