

# STELLA MARIS CATHOLIC SCHOOL

## POLICY: STAFF LEAVE

### PURPOSES:

The Board recognises its obligations as an Equal Employment Opportunities and will reflect the Special Character of the school.

The Board will follow relevant employment awards.

To provide consistency in the granting of leave where it is discretionary.

To recognise that in some cases the Ministry of Education must give the final approval.

To maintain individual records of all staff leave taken.

### GUIDELINES:

1: The Board will observe all relevant current Employment Contract Criteria. Leave with pay will be considered by the Board in accordance with these regulations.

2: Application for leave will not be unreasonably withheld. All decisions made will be fair, equitable, and consistent. Wherever possible the decisions of the B.O.T. should support the personal needs of staff in a manner that upholds the Special Character of the school and N.Z. customs and values. It must be recognised that the needs of the students and the maintenance of the curriculum programmes will be taken into account when the Board considers any application.

3: All leave on full pay, is approved by the B.O.T. except for sporting and cultural activities leave. These are approved by the Ministry of Education Office according to specified criteria, which includes the length of the time sought.

4: The Board delegates the Principal the authority to approve leave applications up to a duration of one week on full pay. The Board will consider application for longer periods.

5: The Board delegates the Principal the authority to approve applications for special leave without pay for periods of up to three weeks.

6: The Board delegates the Principal the authority to appoint relievers as required.

7: The Principal will apply to the Board for his/her own discretionary leave.

8: Applications for leave requiring Board approval must be made within reasonable time frames, including allowance for the Board to meet as required.

9: When unpaid leave not covered in the Teacher Employment Contract is applied for, total length of service and length of service in the school, will become a consideration.