



Miller Avenue School

“Creating brighter futures together”

MAS Staff Leave Policy

The Board wants Miller Avenue School to be an enjoyable, rewarding place to work where teachers are supported to engage in professional development and opportunities to develop their career, as well as meet other personal goals they might have (e.g. sporting). However, it must also balance approved leave with due consideration for the needs of students and the maintenance of learning programmes and practices.

1. The Board, may, where there are special circumstances, grant discretionary leave, with or without pay to any employees, provided such leave does not impinge upon the operational requirements of the school.
2. The Board will observe the terms and conditions in the appropriate collective agreements for staff, along with any relevant legislation.
3. The Board will consider applications for leave that include but are not limited to sabbaticals, secondment, scholarships and/or awards.
4. The Board will be an equal opportunities employer.
5. Application for leave will not be unreasonably withheld. All decisions about leave will be fair, equitable and consistent.
6. All applications, recommendations and decisions shall be treated as confidential.
7. Sick, Parental and Bereavement (Tangihanga) will be compassionate entitlements.
8. Discretionary Leave, with or without pay, will be at the Principal and/or Board of Trustee’s discretion.

Related Documents:

Collective Agreements and Staff Leave Procedures

Relevant Legislation:

- Employment Relations Act 2000, and Holidays Act, 2003 and their 2011 Amendments
- Parental Leave and Employment Protection Act, 1987
- Electoral Act, 1993

Review: November 2023