



Miller Avenue School

"Creating brighter futures together"

MAS Staff Leave Procedure

The Principal has authority to approve leave applications up to five days with or without pay. The Board will consider written applications for longer periods.

1. In considering any application for leave, the Principal and/or Board will consider:
 - the nature of the request;
 - the length of the request;
 - previous leave taken by this staff member;
 - length of service of the staff member;
 - the effect of the absence on the running of the school, including but not limited to the time of the year, responsibilities, impact on children, number of other staff already on leave etc.
 - the availability of a suitable replacement;
 - the extent to which the leave would add further value to the applicant, the school and its curriculum.
2. Applications should be made well in advance of the time requested. Notice must be sufficient to allow the Board to meet, if required, and for a suitable reliever to be appointed if at all possible. (There may be an occasional circumstance where this may not be possible e.g. sudden serious illness of a partner or dependent)
3. With the exception of sickness or accident, all leave must have the prior approval of the Principal. In most cases, **discretionary/special** leave that is granted, will be without pay. Please view the **Employment Relations Act 2000, and Holidays Act, 2003 and their 2011 Amendments** below.
4. **See notes regarding leave below.**
5. Leave will also be considered enabling staff to:
 - Attend tertiary examinations;
 - Care for sick family members;
 - Attend educational appointments or interviews;
 - Attend funerals (bereavement/tangihanga leave);
 - Undertake civil defence or search and rescue duties;
 - Participate in court hearings as a result of a subpoena, or to undertake jury service;
 - Attend recognised cultural activities within New Zealand;
 - Attend a meeting involving disciplinary, grievance or dispute hearings;
 - Participate in a sports competition either as a player, coach or manager. Such participation shall be a provincial, national or international level.
 - Attend the 'capping' of their children or awarding of 'dux' or similar types of award.
 - Sick Leave
 - Staff will be required to produce suitable medical evidence to support sick leave in accordance with the terms and conditions of the relevant collective agreement.
 - Using resources available, arrangements will be made to provide for the absence of a teacher. This will most likely require the employment of a relieving teacher.
 - Individual records of all staff leave taken and remaining entitlement will be maintained by the school or the agency servicing the payroll.
 - All applications should be made in writing to the principal

- Leave without pay will be considered for a period of up to one year for personal or professional reasons after the completion of two years continuous service.
- Requests for leave for a period equal or longer than two terms, should be made two terms in advance.

Relevant Legislation:

- Employment Relations Act 2000, and Holidays Act, 2003 and their 2011 Amendments
- Parental Leave and Employment Protection Act, 1987
- Electoral Act, 1993
- 5.12.1 An employee shall be granted special bereavement leave on full pay to discharge their obligations and/or pay their respects to a deceased person with whom they have had a close association. Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga (or its equivalent).

5.12.2 In granting time off the employer must administer these provisions in a culturally sensitive manner taking into account:

- The closeness of the association between the employee and the deceased (Note: This association need not be a blood relationship);
- Whether the employee has to take significant responsibility for any or all of the arrangements to do with the ceremonies resulting from the death;
- The amount of time needed to discharge properly any responsibilities or obligations;
- Reasonable travelling time should be allowed, but for cases involving overseas travel that may not be the full period of travel;
- A decision must be made as quickly as possible so that the employee is given the maximum time possible to make any arrangements necessary. In most cases the necessary approval will be given immediately, but may be given retrospectively where necessary;
- If paid special leave is not appropriate then annual leave or leave without pay should be granted.
- The minimum requirements as per s70 of the Holidays Act 2003 (in summary 3 days for a family member; 1 day for a close associate).

Related Documents

- Collective Agreements
- Staff Leave Policy

Review: November 2023

