



GOVERNORS BAY SCHOOL

STAFF LEAVE PROCEDURE

Staff may request leave, with or without pay as covered by the relevant awards. All requests must be made through the principal and the school leave application form will be completed. These forms are available from the office.

In providing staff leave the Board of Trustees;

1. Recognises their obligations as an Equal Employment Opportunities employer
2. Follow relevant employment awards.
3. Provides consistency in the granting of leave where it is discretionary.
4. Recognises that in some cases the Ministry of Education must give the final approval.
5. Maintains individual records of all staff leave taken, and remaining entitlement.

Guidelines:

1. The Board of Trustees observes the current Primary Teachers Award criteria. Leave with pay is considered by the Board in accordance with these regulations.
2. The Board of Trustees has discretion in granting:
 - a) Special Leave
 - b) Special Leave without pay
3. Leave will not be unreasonably withheld. All decisions made will be fair, equitable and consistent.
4. All leave is approved by the Board of Trustees except for sporting and cultural activities leave, on full pay. These are approved by the Ministry of Education Office according to specified criteria, which include the length of time sought. When the Ministry of Education approves sporting/cultural leave without pay, application for funding the cost of the reliever must be sought from the Ministry of Education.
5. The Principal has authority to approve leave applications up to duration of three days on full pay. The Board of Trustees considers applications for longer periods.
6. Except in cases of sudden illness, or accident, no teacher shall be absent from duty without the authority of the Principal, or Board, for periods longer than three days.
7. The principal retains the sole right of appointment of the required relievers.
8. Ancillary staff may be granted special leave without pay, for any period during the school year on such terms or conditions, as the Board of Trustees may approve.

REVIEW STATUS:

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	____ / ____ / ____	<i>BOT REVIEW</i>	<i>August 2009</i>
		<i>NEXT REVIEW</i>	<i>August 2012</i>