

---

# **Macleans College - POLICIES & DIRECTIVES**

---

SECTION NO: <b>1200</b>	POLICY NO: <b>1205</b>	ISSUE DATE: 25/05/18
TITLE: <b>STAFF EMPLOYMENT POLICIES</b>		ISSUE NO: 3
		PAGE: 1 OF 10

---

## **Granting of Leave**

### **SECTION A: TEACHING STAFF**

#### **INTRODUCTION:**

#### **Teaching Staff and those covered by the Secondary Teachers' Collective Agreement**

The Macleans College Board of Trustees recognises the leave entitlements as detailed in the current Secondary Teachers' Collective Employment Agreements. Approval of leave must fall within relevant employment contract provisions, within Board policy and within funding arrangements applying to the school.

With the institution of bulk-funding of relief and greater autonomy for schools in the management of relief, however, it has become necessary for schools to clarify individual policies in this matter. Macleans College will continue to provide leave with pay and relief following the provisions of the Award, but clear guidelines must be adhered to in relation to the management of relief and the granting of leave.

All categories of leave, including sick leave, are not an automatic entitlement as certain preconditions have to be met. A written application must be made for all leave, except for sick leave of five days or less. All requests for leave, with or without pay, should in the first instance, be referred to the Deputy Principal with responsibility for relief, who will advise on the procedure to follow. Leave of one or two days can generally be granted by this Deputy Principal. Leave of three to five days should be referred to the Principal. Leave of more than five working days must be referred to the Board of Trustees. The granting of leave is at the discretion of the Principal and the Board of Trustees, and each case will be dealt with individually and on its own merits.

Given these guidelines, teachers are eligible for two types of leave, leave with pay and leave without pay.

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: 1200	POLICY NO: 1205	ISSUE DATE: 25/05/18
TITLE: STAFF EMPLOYMENT POLICIES		ISSUE NO: 3
		PAGE: 2 OF 10

---

## **LEAVE WITH PAY:**

The following categories of leave can all qualify for leave with pay, providing the stated preconditions are met.

### **Sick Leave**

- 1 The prerequisite for an employee to take sick leave is that the employee is unwell to the point that they are unable to perform their normal duties.
- 2 Sick leave entitlements are provided for in employees' agreement of employment. Prior to the payment of any sick leave the balance of an employee's sick leave entitlement will be checked.
- 3 All employees are required to advise the Principal's delegate as soon as an employee is aware they will not be well enough to undertake their duties.
- 4 The Principal/Board may require a sick leave certificate for absences exceeding:
  - five days for teaching staff; or
  - on every absence where a regular pattern of taking sick leave is occurring
- 5 The Principal/Board may require a medical certificate at any time where the Board believes a second opinion or confirmation of an illness is required. The Principal/Board will elect a medical practitioner with costs being met by the Board.
- 6 Where there is an ongoing illness the Board may require a medical certificate and report from the doctor outlining a prognosis as to the likely length of time of the illness and/or return to work. Employment may be terminated for prolonged illness. The Board will seek industrial advice prior to any process commencing which may result in termination due to long term illness.
- 7 Medical certificates written in advance or retrospectively of illness will be treated as in the employee's agreement.
- 8 No single medical certificate will be accepted for any period exceeding one calendar month.

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: <b>1200</b>	POLICY NO: <b>1205</b>	ISSUE DATE: 25/05/18
TITLE: <b>STAFF EMPLOYMENT POLICIES</b>		ISSUE NO: 3
		PAGE: 3 OF 10

---

9 In certain circumstances, the Board may request an employee to provide information on the reason for sick leave or seek approval from the employee for the doctor to provide the reason. (Note: If an employee gives approval to the Board the doctor cannot refuse to provide the information.)

10 Where the Board has good cause to believe there may be abuse of sick leave this will be treated as a disciplinary matter.

11 Employees agreement provides for anticipated sick leave entitlements in exceptional circumstances or for disregarded sick leave. The Principal/Board must seek Ministry of Education approval for funding prior to disregarded sick leave being approved.

## 12 ACC Leave

In the event of a work accident, the employee must complete a Health & Safety form and notify Payroll Manager and Relief. This will incur no debit against your sick leave entitlement.

In the event of a non-work accident, sick leave is deducted for the first week of the accident and thereon a proportion of the difference between the amount ACC reimburse and your salary.

All ACC medical certificates must be provided for work and non-work related accidents.

## 12 Sick leave for Domestic Leave purposes

a) Contracts provide for an employee to take sick leave as a charge against their own sick leave to care for sick dependent members of the employee's household. Contractual conditions must be checked. Where the principal/board has the discretion to approve such leave, funding arrangements will be checked with the Ministry of Education, prior to any approval being given.

b) The employee may be asked for evidence of the illness of any dependent member of an employee's household.

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: 1200	POLICY NO: 1205	ISSUE DATE: 25/05/18
TITLE: STAFF EMPLOYMENT POLICIES		ISSUE NO: 3
		PAGE: 4 OF 10

---

The amount of sick leave due at any time is the amount indicated in the following table less the total amount of sick leave with pay that the teacher has already taken during his/her teaching service. Sick leave accrues from year to year.

<b>Length of Service</b>	<b>Aggregate period for which sick leave may be granted during service</b>
Up to 3 months	7 days
Over 3 months and up to 6 months	14 days
Over 6 months and up to 9 months	31 days
Over 9 months and up to 5 years	46 days
Over 5 years and up to 10 years	92 days
Over 10 years and up to 20 years	154 days
Over 20 years and up to 30 years	229 days
Over 30 years	306 days

The following types of leave are covered in the appropriate section of the Collective Agreement (CA).

- Parental Provisions – 6.3
- Bereavement – 6.4
- Leave for family reasons – 6.5
- Special Leave – 6.6
- Refreshment Leave – 6.7

Any leave that falls outside the Collective Agreement is at the discretion of the Board of Trustees.

## **Bereavement (6.4)**

The amount of time granted takes into account the closeness of the association between teacher and deceased, and the time needed to pay respects and discharge obligations. Leave of less than a day to attend funerals is generally granted and is organised by the teacher in charge of day relief.

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: 1200	POLICY NO: 1205	ISSUE DATE: 25/05/18
TITLE: STAFF EMPLOYMENT POLICIES		ISSUE NO: 3
		PAGE: 5 OF 10

---

## **Leave for Family Reasons (6.5)**

This includes matters relating to near relatives - serious illness, sickness in the home, family marriage, golden or diamond anniversaries of parents, and other important family occasions (ordinations, cappings, investitures, admission to the Bar, adoptions).

## **Marriage Leave**

If marriage takes place during Term, the maximum leave is three days. These days must be continuous and the ceremony must take place during this time. Leave is not generally granted when a teacher marries during the holidays or immediately before or after a holiday.

## **Sports Leave**

Leave on pay for sports tours overseas may be granted for up to four weeks. Other types of leave for sporting events may be covered at the discretion of the Board of Trustees.

## **Special Leave (6.6)**

This includes cultural activities (where similar provisions as those for sport apply) leave for study and examinations, pre-examination study leave, leave for educational meetings, job interviews, travelling scholarships and awards, professional exchanges, and meetings if the teacher is a member of a statutory or local authority.

## **Professional Awards**

The Board of Trustees recognises the value to the staff and the school of leave which will develop staff expertise and increase the intellectual capital of the College, and these can include study leave, University teaching fellowship, Woolf Fisher Fellowship, Commonwealth Exchange programme.

## **Other Miscellaneous Leave**

This can include military training, school jubilees (50 years or more and the person requiring leave must have been a teacher) court proceedings, emergencies such as flood and other natural disasters, religious observances, and candidacy for general elections.

Any leave that falls behind the Collective Agreement is at the discretion of the Board of Trustees

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: 1200	POLICY NO: 1205	ISSUE DATE:	25/05/18
TITLE: STAFF EMPLOYMENT POLICIES		ISSUE NO:	3
		PAGE:	6 OF 10

---

## **DISCRETIONARY LEAVE, I.E., LEAVE WITHOUT PAY:**

### **Refreshment Leave: (6.7)**

Unpaid refreshment leave of one school term after three years in the school or up to one year after ten years in the school will be considered by the Board of Trustees.

All leave not listed above is usually leave without pay.

Over and above Refreshment Leave (see above), the Principal/Board of trustees will take the following factors into consideration when deciding whether to approve/decline discretionary leave with or without pay:

- *the timing of the leave and any potential disruption to the education of the pupils and/or the operational requirements of the school.*
- *whether leave could reasonably have occurred during school vacation time*
- *the availability of suitable relieving teachers*
- *the cost to the Board of providing relief*
- *the benefits to the school in granting leave*
- *the purpose of the leave*
- *number of staff who have been granted such leave in any one year*
- *number of times a teacher has previously been granted leave*
- *length of service of the teacher in the school*

### **Closing Dates for Applications for Special Discretionary Leave Without Pay**

For long term leave, i.e. between six months and year's duration, applications must be received by the Board Secretary no later than six months before the leave is required. For short term leave, ie less than a term, applications should be made 6 months before the leave is required. Applications for leave of less than a week should be made to the Senior Management member who is the Line Manager at least two months before the leave is required. Leave requests greater than one week are ratified by the Board of Trustees. Before approving discretionary leave the Principal/Board must ensure the granting of leave complies with any funding arrangements applying to the school.

---

# **Macleans College - POLICIES & DIRECTIVES**

---

SECTION NO: <b>1200</b>	POLICY NO: <b>1205</b>	ISSUE DATE: 25/05/18
TITLE: <b>STAFF EMPLOYMENT POLICIES</b>		ISSUE NO: 3
		PAGE: 7 OF 10

---

## **SECTION B: SUPPORT STAFF**

### **Annual Leave**

All annual leave shall be taken at a time in which the school is officially closed for instruction (unless there is, or has been, agreement to do otherwise).

Leave applications must be completed, signed and fully approved prior to leave being taken. Annual leave that is not planned to be taken when the school is officially closed must be applied for one month prior if exceeding five days. Less than five days the leave must be applied for two weeks prior.

Senior Management Team shall check the employees leave balance on I Drive, to ensure that sufficient leave entitlement is held by the employee prior to approval. The completed form must be given to Payroll for processing with five working days of approval.

### **Leave Entitlement**

All employees shall be entitled to four weeks' annual leave in addition to public holidays and additional paid holidays.

For employees who have completed five years' current continuous service, upon completion of five years current continuous service, shall for the sixth and subsequent years be entitled to accrue 4.6 weeks of annual leave per year.

Upon completion of ten years' current continuous service the employee will be entitled to accrue five weeks of annual leave.

### **Annualised Employees**

If you are a Term Time only employee who has chosen to have their salary annualised, your annual leave entitlement is included in the projected earnings for a twelve-month period and is paid in equal fortnightly instalments throughout the twelve-month period.

### **Long Service Leave**

For employees who commenced after 30 August 1992, once completion of 25 years' continuous service, shall be entitled to four weeks paid leave.

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: <b>1200</b>	POLICY NO: <b>1205</b>	ISSUE DATE: 25/05/18
TITLE: <b>STAFF EMPLOYMENT POLICIES</b>		ISSUE NO: 3
		PAGE: 8 OF 10

---

For employees who as at 30 August 1992 had conditions in excess of this, please refer to Collective Agreement for entitlements to Long Service Leave, Retirement Leave, Resigning Leave and Maternity Grant.

Any leave that falls outside the terms of the Collective Agreement is at the discretion of the Board of Trustees.

## **Sick Leave**

A 5 day a week worker = 7 days per year of service

Less than 5 days a week worker = 6 days per year of service

An employee is entitled to seven days sick leave for each year in addition to any accumulated sick leave. Where an employee is working less than five days per working week, their annual entitlement shall be six days instead of seven.

## **Caretakers/Cleaners and Groundstaff**

A 5 days a week worker = 7 days per year of service

Less than 5 days a week worker = 5 days per year of service

Sick leave shall be accumulated. It may not be anticipated except where the employer and the employee agree.

The employee must inform the employer (both Controlling Officer and Payroll Manager) of the intention to take sick leave as early as possible before they are due to start work, or as early as possible after that time.

## **ACC Leave**

In the event of a work accident, the employee must complete a health and safety form, and notify Payroll Manager and Controlling Officer. This will incur no debit against your sick leave entitlement.

In the event of a non-work accident sick leave is deducted for the first week of the accident and thereon a proportion of the difference between the amount ACC reimburse and your salary.

All ACC medical certificates must be provided for work and non-work related accidents.



---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: 1200

POLICY NO: 1205

ISSUE DATE: 25/05/18

TITLE: STAFF EMPLOYMENT POLICIES

ISSUE NO: 3

PAGE: 9 OF 10

---

## **Domestic Leave**

The employer shall grant the employee leave on pay as a charge against their sick leave entitlement when the employee is absent from work to attend to a person who is dependent on the employee for care.

Approval is not to be given for absence during or in connection with the birth of an employee's child. Such situations are at the discretion of the Board through the Principal or should be covered by leave without pay.

## **Bereavement Leave/Tangihanga Leave**

An employee shall be granted bereavement/Tangihanga leave on pay to allow a reasonable opportunity for the employee to discharge his/her obligations and to pay his/her respects to a deceased person with whom they have had a close association. The entitlement to this leave extends to the death of any members of the employee's family, or person who, because of particular cultural requirements on the employee, he/she is obliged to attend to as part of a Tangihanga or its equivalent.

The minimum entitlement prescribed in the Holidays Act 2003 for a bereavement on the death of the employee's spouse, parent, child, brother or sister, grandparent, grandchild or spouse's parent is three days paid leave.

## **Time in Lieu**

All time in lieu must be pre-approved prior to working the additional hours. A timesheet must be completed on a fortnightly basis and authorised by your Controlling Officer. Unless in exceptional circumstances and with prior approval, time in lieu

- gained in Term One and Term Two must be taken before the end of Term Two and
- gained in Term Three and Term Four must be taken before the end of the academic year it was incurred.

Time in lieu (TIL) will only be given in the following circumstances:

- A record must be kept of TIL earned and taken. This record will be held by payroll. Payroll require a fortnightly timesheet to be completed showing when the TIL is earned, and a blue leave form must be completed when the TIL is to be taken. Copy of leave form is attached.
- Both a copy of timesheet and leave form must be approved by Controlling Officer and sent to payroll prior to taking TIL leave.
- TIL rate will be calculated as per Collective in approved circumstances.

---

# Macleans College - POLICIES & DIRECTIVES

---

SECTION NO: 1200	POLICY NO: 1205	ISSUE DATE: 25/05/18
TITLE: STAFF EMPLOYMENT POLICIES		ISSUE NO: 3
		PAGE: 10 OF 10

---

The following types of leave are covered in the appropriate section of the Collective Agreement (CA)

### *Support Staff in Schools Collective Agreement*

- Long Service Leave – 6.4
- Domestic Leave – 6.6
- Bereavement – 6.7
- Parental Leave – 6.8
- Jury Service – 6.9
- Other Leave – 6.10

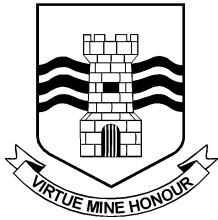
### *School Caretakers', Cleaners and Canteen Staff Collective Agreement*

- Domestic Leave – 5.2
- Bereavement Leave – 5.3
- Special Holidays for Long Service – 5.6
- Jury Service – 5.7
- Parental Leave – 5.8

### *Secondary and Area School Groundstaff Collective Agreement*

- Special Holidays for Long Service Leave – 5.3
- Domestic Leave – 5.5
- Bereavement Leave – 5.6
- Parental Leave – 5.7
- Retiring Leave – 5.8
- Jury Service – 5.9

**Any leave that falls outside the Collective Agreement is at the discretion of the Board of Trustees.** An employer may, at its discretion, grant an employee special leave with or without pay on such terms and conditions as it may approve.



# Macleans College

## Support Staff - Leave Record Form

### Procedure – prior to Leave being taken

Name:	Date:
-------	-------

<b>First Day of Leave</b>  ____ / ____ / ____	<b>Last Day of Leave</b>  ____ / ____ / ____	<b>Total Number of Working Days</b>
---	--	-------------------------------------

#### Leave Consisting of:

#### Reason for Leave:

Annual Leave	
Leave Without Pay	
Statutory Holiday Leave	
Sick Leave in Advance*	
Time in Lieu	

#### Required Signature Approval

1. Staff Applicant	
2. Agreed by Supervisor	
3. Approved by SMT	
4. Final Approval by PEK	

### **Signatures 1-4 must be obtained before handing to Payroll**

For Payroll Use Only	
1. Staff Applicant Advised via Email	
2. I Drive Noted	
3. Novopay input actioned	