



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Staff Leave of Absence Procedure

Rationale

This procedure outlines how the Board of Trustees complies with good employer principles as outlined in the State Sector Act and relevant Collective Agreements, and ensures equitable treatment for all staff when granting leave. It seeks to ensure that the staffing needs of the school are met. This procedure is to be followed by all Board of Trustees employees, including Primary school teachers, support and administrative staff.

Relevant Collective Agreements specify staff entitlements to sick leave, bereavement leave, discretionary or other leave. In general staff are expected to take holiday leave within the Primary School Holidays, except in the instance of Discretionary or Refreshment Leave.

A. Procedure in the event of sickness or sudden unavailability for work:

Staff are requested to advise the Principal in person, by phone to her home (and in the last instance to her cell phone) as soon as they are aware that they may need to take sick or other emergency leave. Calls may be made until 10pm at night and from 6.30am. If sudden unavailability is only known after 7.30 am on the day in question then the office should also be contacted, in addition to contacting the Principal. This allows as much time as possible to arrange relief cover.

If the Principal is unavailable, or it is the Principal who is sick, then another member of the Management Team should be contacted.

A doctor's certificate should be provided for any leave over 3 days in duration.

In considering how relief will be arranged a decision will be made as to whether

- it would be appropriate to call in a relief teacher OR
- if the class will join another class (in consultation with class teachers)

B. Procedure for other leave

1. All staff members consult their employment contract before preparing an application.
2. All applications for leave are submitted to the Principal in writing, so that the Management Team can make a recommendation to the Board.
3. Applications for leave for periods of three days or less which can reasonably be foreseen are submitted to the Management Team at least one month in advance. The Management Team has discretion to approve leave of absence for periods of three days or less.

4. Leave for periods of more than three days which can be reasonably foreseen are submitted to the Board through the Management Team at least two months in advance. Applications for leave of over three days must be approved by the Board of Trustees.
5. The maximum leave available to a staff member is one year. Staff not intending to return to school after one year's leave inform the board of their intention to resign at least 8 weeks prior to the expiry of the leave period.
6. As a general rule the board will not approve long term leave when there is already a staff member away or who will be away on long term leave during the relevant term. "Long term leave" means a period of two weeks or more during term time. The board may resolve not to apply this general rule in special circumstances. Special circumstances may include circumstances in which leave is requested for health reasons, where an unusual family or personal situation has arisen which necessitates leave to be taken or where the leave will bring special benefits to the school and/or the community. The reason behind this general rule is that allowing more than one staff member to have long term leave at any one time can place additional and avoidable strain on the remaining permanent members of staff and the negative effects can then outweigh the beneficial effects for the school and staff.
7. When considering applications for leave or long term leave the board takes into account all the relevant circumstances known to it and treats each application fairly and equitably. Relevant circumstances may include the amount of any leave taken by the particular staff member in the past and the timing of that leave, the skill and experience levels of the balance of the staff and the needs of the school.
8. The cost of teachers taking long term leave should also be considered, and even where the leave is unpaid there is a cost to the school of around \$120 a day – refer to the explanation below.

Signed: _____

Print Name _____

Dated: ____/____/____ Review Date: ____/____/____

Explanation of the costs of teachers unpaid leave : a teacher taking one day's leave without pay (LWOP) only relinquish one day's pay, and because they are annualised, they only relinquish 1 day out of 14. A reliever coming into the room for a day, with only 190 available work days in a year wants to earn 1/190th of their annual salary.

The LWOP teacher relinquishes 0.07 FTTEs (1/14 as a decimal fraction), and the reliever receives 0.14 o FTTE (that is 1/190th of the 26 FTTEs a teacher uses in a year 26/190=0.14) .

The school has 0.07 to use for the reliever who uses 0.14, and the difference is half – 0.07. Now the reliever gets paid \$300, and the school has 0.07 to use, which only covers \$150 (actual cost will vary depending on salary rate for teacher if they are paid from bulk grant).