



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

Staff Leave of Absence Procedure

Rationale

This procedure outlines how the Board 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 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, or to her cell phone or email 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 to 7.30am. 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.

If requested by the school, then a doctor's certificate must be provided for any leave over 3 days in duration. The reason for any leave should be provided.

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. All applications for leave are submitted to the Principal in writing using the form found at <https://forms.office.com/r/4G97BKewjK>
2. Applications for leave for periods of three days or less which can reasonably be foreseen are submitted to the Principal at least one month in advance. In cases where advance notice of a month cannot be supplied, the applicant should still write to the Principal providing a full explanation for the request, and whether the request is for paid or unpaid leave. The Principal has discretion to approve leave of absence for periods of three days or less.

3. Leave for periods of more than three days which can be reasonably foreseen are submitted to the Board through the Principal at least two months in advance. Applications for leave of over three days must be approved by the School Board.
4. 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.
5. 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.
6. 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.

Please also refer to the Policy on Family Violence

Signed: _____ Print Name _____

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