

KAIKORAI VALLEY COLLEGE



Staff Leave Procedure

OBJECTIVES

1. To provide clarity on the terms of contractual and discretionary leave for teaching and support staff.
2. To be a good employer as required under National Administration Guideline 3 and the State Sector Act 1988.

GUIDELINES FOR DISCRETIONARY LEAVE

1. Applications for leave beyond five successive school days and outside the terms of the relevant Employment Agreement must be made in writing to the Board of Trustees through the Principal.
 2. The Principal can grant leave of up to 3 days on a case by case basis.
 3. Granting of extended leave depends on suitable relief staff being available.
 4. Leave is not normally granted for periods exceeding one school year.
 5. In the case of extended leave, there is an expectation that the staff member will return to work at the school following the period of leave.
 6. It is expected that a staff member applying for extended leave of half a school term or more will have been an employee of the school for at least two years. As a rule of thumb, the Board looks favourably on applications that fall within the parameters of one period of leave for five years of employment.
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1. As a good employer, the Board will comply with the provisions of the Holiday Act 2003, as well as the leave provisions outlined in the various Collective Agreements and individual contracts.
 2. Discretionary leave granted during term time will be unpaid unless exceptional circumstances exist. All requests for such leave must be made in writing to the Principal, and fully explain why the leave is being requested. Approval for discretionary leave must be sought and granted before any travel bookings or reservations are made, as this will not be a factor in the approval process.
 3. Continuity of education and learning will be the first priority when considering applications for leave. other factors may include:
 - the likely difficulty in finding a replacement
 - length of service, the duration of leave requested, any previous leave granted and the time elapsed since the previous period of leave

- any benefit to the school and/or the employer from being granted the leave
 - any cost implications to the school
4. While every application will be considered on its own merits and with due sensitivity to the needs of the employee, the following minimum service requirements will be used as a guideline for leave during term time
 - casual leave (up to three school days) - no service requirement
 - short term leave (more than three school days and up to one calendar month) - three years prior continuous service at the school
 - Long term leave (more than one calendar month, and up to a maximum of one year) - five years prior continuous service at the school
 5. The Board would generally expect at least three years to elapse after a leave period of up to 30 calendar days before a fresh leave application is received, and at least five years after a leave period of more than one month
 6. Applications for discretionary leave in excess of five days should, as far as possible, be made at the end of August in the year preceding the request for leave.

Date of Confirmation by the Board of Trustees	07 September 2005
Reviewed	10 September 2008
Reviewed	28 March 2012
Change to a procedure	27 April 2016
Reviewed	28 November 2018
Reviewed	27 July 2022