

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: PERSONNEL **PROCEDURE: RTLB Leave**

Leave, other than leave in school holidays, may be granted to RTLB staff members by the Principal and/or Rotorua Lakes High School Board of Trustees upon application.

Guidelines

1. RTLB staff members may request discretionary leave, with or without pay, as covered by the relevant awards and collective employment agreements. All leave requests will be considered by the Rotorua Lakes High School Board of Trustees and/or the Principal in accordance with these regulations.
2. All RTLB discretionary leave will have the prior approval of the RTLB Cluster Manager, the Principal and/or the Rotorua Lakes High School Board of Trustees.
3. All applications for discretionary leave will be made in writing on the *Te Hā o Te Manawa RTLB Cluster 20 Request for Leave* form stating the period of leave being sought, the date for commencement of the leave, the date for conclusion of the leave, and the purpose of the leave.
4. Applications for shorter periods of discretionary leave should be presented with maximum notice. Applications for discretionary leave longer than one term will follow the Rotorua Lakes High School Special Leave for Teachers policy.
5. Discretionary leave applications will be submitted to the RTLB Cluster Manager who will forward them on to the Principal and/or Rotorua Lakes High School Board of Trustees.
6. The Principal has authority to approve discretionary leave applications up to five days with or without pay. The Rotorua Lakes High School Board of Trustees will consider written applications for longer. All decisions made will be in accordance with the Rotorua Lakes High School Equity Policy and obligations as a good employer.
7. In considering any application for discretionary leave, the Principal and/or Rotorua Lakes High Board of Trustees will consider:
 - nature of the request,
 - length of the request,
 - previous leave taken by the RTLB,
 - length of service of the RTLB,
 - effect of the absence on the RTLB service, including but not limited to the time of the term and year, responsibilities, impact on cluster schools, number of other RTLB on leave etc.,

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- availability of a suitable replacement,
 - extent to which the leave will add further value to the RTLB, Rotorua Lakes High and/or cluster schools, staff and students.
8. RTLB Cluster Manager will inform RTLB of the status of a discretionary leave application, and whether or not the leave application has been approved.
 9. Unplanned absences, such as sudden illness or accident, sick leave for self or dependents, or bereavement leave:
 - a) RTLB will notify the RTLB Cluster Manager, RTLB Practice Leader and any schools that are affected before, or on, the day(s) of absence.
 - b) RTLB will complete the *Te Hā o Te Manawa RTLB Cluster 20 Request for Leave* form within one week of returning to work, and submit it to the RTLB Cluster Manager who will forward them on to the Principal and/or Rotorua Lakes High School Board of Trustees.
 - c) RTLB will be required to produce suitable medical evidence to support sick leave in accordance with the terms and conditions of the relevant collective agreement.
 10. Once leave has been approved, the RTLB Cluster Manager will forward all leave documentation to Rotorua Lakes High School for administration purposes. The RTLB Cluster Manager and/or RTLB Practice Leader will ensure necessary arrangements are made to provide for the absence of the RTLB, including but not limited to notifying affected cluster schools.
 11. The Rotorua Lakes High School Board of Trustees would welcome a written report upon the RTLB's return from discretionary leave where appropriate.

REVIEW: This procedure will be reviewed according to the Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

DATE CONFIRMED: 25 October 2016