

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: PERSONNEL
PROCEDURE: Study Leave

In meeting the obligations of being a good employer, Rotorua Lakes High School and Te Hā o Te Manawa RTLB Cluster 20 will support RTLB who wish to further academic qualifications related to their profession, wherever appropriate.

Guidelines

1. RTLB may request leave to study, 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. RTLB who apply for, and are awarded one of the full-time equivalent Study Awards will be granted leave with pay for the period of the study, and in accordance with the award they have received. RTLB will notify Rotorua Lakes High School Board of Trustees in writing with maximum notice.
3. RTLB who apply for, and are offered a study grant, scholarship, fellowship, place on an academic programme, or similar:
 - a) Will apply with maximum notice to the Rotorua Lakes High School Board of Trustees in writing for special leave to study. For further guidelines on applying for special leave, RTLB will refer to the Rotorua Lakes High School *Special Leave for Teachers* policy.
 - b) If study leave is approved by the Board, the Principal will sign the application off and notify the RTLB through the RTLB Cluster Manager. In all other cases, the Principal and/or the RTLB Cluster Manager will contact the RTLB to meet and discuss the application.
 - c) Will meet with the RTLB Cluster Manager and RTLB Practice Leader to negotiate and/or confirm study days that will be taken over the term of study.
 - d) Will discuss with RTLB Practice Leader and/or RTLB Cluster Manager any proposed or unexpected changes to the planned study days as soon as is practicable.
 - e) Will inform the RTLB Practice Leader and the Rotorua Lakes High School Executive Officer, on a weekly basis, the days that were taken for study that week.
 - f) If the full number of study days granted are not taken within the term of study, including any extension granted to the term of study, those days will be relinquished.

REVIEW: This policy will be reviewed according to Te Ha o Te Manawa's triennial programme of self-review November 2019, or as required.

DATE CONFIRMED: 29 November 2016