

## Staff Leave

3.8

### **Rationale**

1. To enable staff to have opportunities for both personal and professional development through the use of leave.
2. To enable the school to be staffed effectively for the benefit of student learning.

### **Requirements**

1. Leave for periods of up to 5 working school days will be at the discretion of the principal, and in making the decision, the needs of the students will be considered.
2. Leave for periods longer than 5 days must be applied for in writing to the Board through the principal. (This includes Study Leave and Sabbatical Leave.)
3. Long term leave of absence will not normally be granted unless the teacher has taught at the school for five years. If the Board considers circumstances to be exceptional, leave could be granted after a shorter period of service, but this will be at the Board's discretion, after receiving recommendations from the principal.
4. Long term leave should normally be for periods of full calendar years, and normally up to a maximum of 2 years.
5. Any decision made by the Board will be on the basis of the particular circumstances prevailing at the time and may not be regarded as a precedent.
6. A minimum of one full term's notice would be expected when long term leave is being applied for, provided that in exceptional circumstances the Board may consider a shorter period.
7. Teacher exchange applications will be dealt with individually.
8. Teachers wishing to apply for the paid study leave grant must apply to the Board by the July meeting prior to the year for which leave is sought.
9. In the event of multiple applications being received, the Board will consider all and place them in a priority order taking into account:
  - a. The length of time the teacher has been at Waiuku College.
  - b. The suitability of the teacher for study award.
  - c. The benefits likely to accrue to Waiuku College.
10. Family leave requests that do not meet the conditions set in clause 6.5 of the STCA should be made in writing to the Board. Any leave given in these circumstances is at the Board's discretion and does not create a precedent.

Adopted by Board of Trustees: 9 December 2019