



STAFF ABSENCES and LEAVE PROCEDURE

RATIONALE:

- The granting of leave under the current employer contracts is a condition of being a good employer.
- The Board will recognise their obligations to their employee's conditions of service.
- The Board will recognise their obligations as an Equal Opportunities employer.
- To follow relevant employment contracts.
- To provide consistency in the granting of leave where it is discretionary.
- To recognise that in some cases the Ministry of Education must give the final approval.
- To maintain individual records of all staff leave taken and remaining entitlement.

GUIDELINES:

Staff Absences:

- To phone DP or Principal before 7.15 am if unable to attend.
- To notify the Principal if sick or have an arranged appointment during working hours.

Staff Leave:

- The Board will observe the Primary Teachers and Support Staff Contracts criteria. Leave with pay will be considered by the Board in accordance with these regulations.

Discretionary Leave:

- Approval for discretionary leave (not covered in the employees' awards) will not be unreasonably withheld but it must be recognised that the needs of the pupils and the maintenance of curriculum programmes will be taken into account when the Board considers any application.

Guidelines

- 1 *All applications for leave must be submitted to the Principal in writing as early as possible, so that the Principal can make a recommendation to the Board.*
- 2 *All staff members should consult their award before submitting an application.*
- 3 *Applications for leave will, in the first instance, be checked against the appropriate award, but where leave is not specified in the award the principal will refer to the Personnel Committee for a decision.*
- 4 *Where the Board uses its discretion to grant leave (with or without pay) not absolutely specified in the employee award it will be established that such leave does not set a precedent. The Board will use its discretion when making a decision on each application's merits.*
- 5 *All decisions will be made in a manner that treats staff fairly and equitably.*

The Board has discretion in granting:

a) Special leave (Section as per Contract) Criteria.

b) Special leave without pay (as per Contract) Criteria.

Application for leave will not be unreasonably withheld.

- All decisions made will be fair, equitable, and consistent.
- All leave is approved by the Board except for sporting and cultural activities leave, on full pay. These are approved by the Ministry of Education Office according to the specified criteria, which include the length of time sought.
- **The Principal has authority to approve leave applications up to duration of up to 5 days on full pay.** The Board will consider applications for longer periods.
- **The Principal has the right to approve applications for special leave without pay for period of up to three (3) weeks.** Special leave provisions will apply to full time and long term relieving teachers and support staff.
- **It is recommended that the Principal informs the Board via the Board report of leave granted by the Principal under these provisions. Contact with the Board Chair on such leave matters is recommended and reasons for leave should remain confidential to the parties involved.**

- Except in cases of sudden illness, or accident, no staff member shall be absent from duty without the authority of the Principal, or Board for periods longer than five days.
- The reference for all applications for leave will be based on the current collective employment contracts.

Leave Periods:

- a) Between 6 and 14 days, is subject to production by the staff member of a certificate from a registered medical or dental practitioner, or other evidence satisfactory to the Board if the person cannot obtain a medical or dental certificate.
- b) Over 14 days, only if the person supplies a medical certificate. The Board may require the person, while on sick leave, to undergo a medical examination and to furnish such reports as it considers necessary.

Authority:

- Authority to grant sick leave with pay for staff is as follows:

The Board may grant sick leave with pay up to the schedule of entitlement as follows:

- a) Up to 5 days at its discretion. It may delegate to the Principal authority to grant this leave, but any exercise of this delegated authority must be reported to the Board.
- b) Between 6 and 14 days, subject to production by the staff member of a certificate from a registered medical or dental practitioner, or other evidence satisfactory to the Board if the person cannot obtain a medical or dental certificate.

c) Over 14 days, only if the staff member supplies a medical certificate. The Board may require the person, while on sick leave, to undergo a medical examination and to furnish such report as it considers necessary.

N.B. Sick leave may be granted without pay where it is considered that the sickness has arisen through the staff member's misconduct or blameworthy actions or in acting in such a way so as to retard recovery.

Schedule of Entitlement for Teachers(Refer to Support Staff Contracts for entitlements)

Length of Service Aggregate Period for which Sick Leave on Pay may be granted during service.

Up to 3 months	7 days
Over 3 months and up to 6 months	14 days
Over 6 months and up to 9 months	31 days
Over 9 months and up to 5 years	46 days
Over 5 years and up to 10 years	92 days
Over 10 years and up to 20 years	154 days
Over 20 years and up to 30 years	229 days
Over 30 years	306 days

The above sets out the main criteria. Other cases should be referred to the Board.

The Principal retains the sole right of appointment of the required relievers for all staffing positions.

When an employee has been granted discretionary leave with pay, approval must be sought from the Ministry of Education for the cost of a reliever.

Review Responsibility: *Principal, DP & Board Personnel sub-committee*

Date Confirmed: 8 March 2021

Principal:



SCHOOL LEAVE APPLICATION FORM

Staff Member's Name (Mr./Mrs./Miss/Ms).....

Union Contract:

Leave Required: (state inclusive dates) From.....

To.....

Leave With Pay Without Pay

Reasons for Leave:

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Staff Member Signed:

Medical Certificate (To be attached if required.)

Principal's comments and recommendation :
(Required in cases of special leave)

Principal/BOT Chairperson

Signed:

Date: