

Ross Intermediate School

TE KURA WAENGA O ROSS

POLICY STATEMENT - DRAFT

3.6 Policy – Staff Leave

Rationale:

The Board of Trustees will act a Good Employer as defined in the State Sector Act 1988.

Principles:

1. Leave will not be unreasonably withheld; all decisions will be fair, equitable and consistent.
2. The Board will recognise its obligations as and Equal Opportunities Employer.
3. Leave will be granted in accordance with the provisions contained in the Primary Teachers CEC.
4. The Principal will approve leave applications for up to five days with or with out pay, the Board will consider written applications for longer periods.
5. Leave without pay will be considered for a period of up to one year for personal or professional reasons after the completion of two years continuous service.
6. Leave applications for periods greater than five days will be submitted on the appropriate leave form.
7. Leave for periods in excess of three months must be made not less than three months in advance.
8. As a guideline, the Board would not wish to have more than two teachers away on extended leave at any one time.
9. Any staff member on extended leave must notify the Board not less than three months prior to the end of the leave period if they do not intend to return.

References:

Staff Leave Claim Form

RATIFIED:

CHAIRPERSON

