



TE AWAMUTU COLLEGE

POLICY STATEMENT ON LEAVE OF ABSENCE REQUESTS BY STAFF

Rationale

This policy relates only to leave and requests of more than one week, generally not covered by collective employment agreements and regulatory conditions of service and are for discretionary leave. Requests for one week or less are to be made to the Principal.

Purposes

The Board is to be supportive of the principle of staff requests for leave and will endeavour to grant such requests wherever possible.

The major factors for consideration of leave requests are:

- That each request be treated on its respective merits.
- That requests made for Professional Learning and Development be given high priority.
- That requests made for compassionate grounds be given high priority.

Guidelines

The Board will consider the following factors in making its decision:

- The appropriate timing of the leave request.
- The degree of advance notice for the leave request relative to the dates of leave. It is recommended that a minimum of one month advance notice act as a manageable time period.
- The reasons for the leave request.
- The likelihood of a suitable replacement being employed.
- Requests for leave up to one week be made to the Principal and granted at the Principal's discretion.
- Request of over one week be made to the Board and granted at their discretion.
- Leave is to be set at a maximum of one year.
- Refer to the current Secondary Teachers' Collective Agreement or other applicable collective employment agreements.

CHAIRPERSON

DATE

2/7/24

PRINCIPAL

DATE

2/7/24

1 July 2024