

HOKOWHITU SCHOOL DISCRETIONARY LEAVE POLICY

RATIONALE:

Hokowhitu School is committed to being a fair and equitable employer in the provision of discretionary leave.

PURPOSE:

The granting of discretionary leave and unpaid refreshment leave will be carried out in compliance with Sections 4.5 and 4.7 of the NZEI Primary Teachers' Collective Agreement and the relevant sections of Support Staff Collective Agreements.

GUIDELINES:

1. The minimum period in which to apply for discretionary leave is six weeks in advance unless there are exceptional circumstances.
2. Applications must be in writing and addressed to the Board of Trustees.
3. The approval or non-approval of discretionary leave is considered by the Board of Trustees during the 'in-committee' section of regular monthly meetings.
 - a. If there is no Board of Trustees meeting prior to approval being needed the principal and the personnel portfolio holder of the Board will make a decision for ratification at the next Board meeting.
 - b. The principal is given discretion for approval in emergency situations.
4. Discretionary leave will not be approved if it unreasonably impinges on Hokowhitu School's operational requirements.
5. Favourable consideration will be given in the case of accident or illness of family members, as defined in clause 4.5.1 of the NZEI Primary Teachers' Collective Agreement.
 - a. In all other cases discretionary leave of more than two consecutive days will not normally be approved in more than two consecutive years.
6. Applications for unpaid refreshment leave are subject to the provisions in clause 4.7.2 of the NZEI Primary Teachers' Collective Agreement.

CONCLUSION:

Hokowhitu School will consider applications for discretionary leave in a fair and equitable manner.

Associated procedures/handbooks:

Policy ratified on: 30 April 2015

Review date: April 2016

Chairperson.....

Principal.....