

Date: April 2010

TOPIC: 5.11 Leave Policy

Rationale

Leave entitlements and options will be clear and transparent at the time of appointment and throughout the employment tenure of all staff at King's College. The management of leave will be consistent with good practice enhancing the ability to attract and retain staff.

Purpose

1. To make adequate provision for staff members to have access to a range of leave entitlements, including annual leave, parental leave, leave without pay and special leave.
2. To meet legislative requirements with regard to the provision of various forms of leave

Guidelines

1. **Annual Leave**
 - 1.1 Annual leave for all staff will be in accordance with the Holidays Act 2003 and the relevant collective or individual agreement.
2. **Sick Leave**
 - 2.1 Sick leave for all staff will be in accordance with the Holidays Act 2003 and the relevant collective or individual agreement.
 - 2.2 In the event that a teaching staff member is sick he/she must phone the Relief Co-ordinator or, if unable to make contact with that person, his/her HOD on or before the normal starting time to advise him/her of the absence.
 - 2.3 In the event that a support staff member is sick he/she must phone his/her manager or if unable to make contact with that person, the Director of Human Resources on or before the normal starting time to advise him/her of the absence.
 - 2.4 In respect of absences of three consecutive days or more the staff member may be required to produce a medical certificate as proof of sickness.
 - 2.5 Extended sick leave which exceeds entitlements may be approved at the discretion of the Headmaster.
 - 2.6 Such leave will pay due regard to the College's previous custom and practice and to State sector provisions.
3. **Public Holidays**
 - 3.1 In accordance with 4.3 of the Academic Staff Collective Agreement teaching staff may, at the discretion of the Headmaster, be required to work on Auckland Anniversary Day, Waitangi and Anzac Days, when the observance of such holidays falls on a week day during term time.
 - 3.2 On occasion it may be necessary, in order to meet the requirements of the role, for a staff member to work on a Public Holiday that falls on a weekend e.g. for sporting commitments or when the Monday is a Public Holiday and the boarders are returning.
 - 3.3 On such occasions (3.1, 3.2) the staff member will be paid in accordance with the Holidays Act 2003 and the Academic Staff Collective Agreement. Where an hourly rate is required for Academic staff it will be based on the following formula agreed to by the College and the KCTA Fortnightly salary ÷ 10 (as per clause 4.3 of the Teachers Collective Contract 2008-2011) to calculate a day;

This figure ÷ 8 to calculate an hour
 - 3.4 For all other staff who wish to work on a public holiday it will be necessary to request written permission in advance from the Headmaster. When permission is granted, the staff member will be paid in accordance with the Holidays Act 2003 and the relevant employment agreement.
4. **Bereavement Leave**
 - 4.1 Bereavement leave for all staff will be in accordance with the Holidays Act 2003 and the relevant collective or individual agreement.
 - 4.2 If a staff member is not entitled to bereavement leave under the terms of the Holidays Act 2003 the Headmaster may grant leave on such terms as he thinks fit.
 - 4.3 Extended bereavement leave will be at the discretion of the Headmaster.
5. **Parental Leave**
 - 5.1 Parental leave shall be granted in accordance with the Provisions of the Parental Leave and Employment Protection Act 1987 and its Amendments.
6. **Examination/Study Leave**
 - 6.1 Staff members may be entitled to leave to sit examinations as a means of obtaining higher professional academic qualifications.
 - 6.2 Where approved, examination leave will be:
 - i. For the morning and the preceding afternoon when the staff member is sitting the examination in the morning.
 - ii. For the whole day when the staff member is sitting the examination in the afternoon.
 - iii. For the whole of any day of examination when the staff member is also sitting an examination on the following morning.
 - 6.3 Leave for relevant, work-related professional development must be approved by the relevant HOD/Manager using the Application for Professional Development Form (PD 5.61F) and authorised by the Director of Human Resources.

- 7. Other Leave**
- 7.1** The Headmaster may, at his discretion, grant a staff member special leave with or without pay on such terms and conditions as he may approve.
- 7.2** All applications should be made to the Headmaster.
- 7.3** Leave may be approved for the following occasions:
- 7.3.1** Staff members who are selected to represent New Zealand at any sporting or cultural occasion may be entitled to leave with or without pay subject to the approval of the Board.
- 7.3.2** Staff members may be granted 2 days paid leave for their own wedding/civil union.
- 7.3.3** Staff members may be granted 1 days paid leave for the following important family and other occasions:
- i. The birth/adoption of a child
 - ii. The wedding/civil union of their child, a sibling, parent, grandchild or grandparent
 - iii. Their parents golden or diamond wedding anniversary
 - iv. Their own ordination, vice-regal investiture, admission to the bar or capping or that of their spouse, child, sibling or parent.
 - v. Moving house
- 8. Leave Of Absence**
- 8.1** Leave of Absence without pay for an extended period may be available to staff members at the discretion of the Headmaster.
- 8.2** Leave of absence may be given for any of the following circumstances:
- 8.2.1** Overseas travel for the following occasions
- i. Accompanying a spouse, partner or child who is representing New Zealand to an international event
 - ii. Accompanying a spouse or partner to an international conference
- 8.2.2** Compassionate reasons, e.g. to look after a sick relative
- 8.2.3** Undertaking a course of study
- 8.3** Leave of absence will not normally be given in concurrence with term breaks.
- 8.4** Leave of absence would not normally be considered for staff members with less than 3 years continuous service.
- 8.5** Leave of absence will not usually be granted to the same staff member more than once for the same or similar reason within a 3-year time-span.
- 9. Public Duty**
- 9.1** King's College supports the concept that staff members should perform their public duty.
- 9.2** Public Duty is recognised as authorised leave by King's College.
- 9.3** Public Duty generally includes the following:
- i. Jury Service
 - ii. Witness Duty
- 9.4** The College will support applications for exemption from Jury Duty for teaching staff and support staff whose absence would impact on the students or the essential operations of the College.
- 9.5** Where a staff member is obliged to undertake jury service or attend court as a witness on a day when he/she is due to work, the difference between the fees paid by the court (excluding reimbursing payments for travel) and the staff member's pay for a normal day will be made up by the College, provided the staff member supplies the court expenses voucher to the College and that the staff member reports to the College on any day or part of a day on which he/she is not required to attend court.
- 10. Absences during the Working Day**
- 10.1** For Health and Safety reasons staff who are off-site during the working day for reasons other than those outlined in this policy should sign out at reception or in the absence book in the staff common room.
- 11. Close Down**
- 11.1** The College will operate an annual close down over the Christmas / New Year period and staff will be required to take leave during this time.
- 11.2** At least 14 days prior notice will be given to staff members of the period of this close down.
- 12. Authorisation**
- 12.1** All leave must be authorised
- 12.2** Applications for leave of absence for 3 days or more should be in writing addressed to the Headmaster and should include the following points:
- i. Reason for application
 - ii. Length of leave required
 - iii. Dates of proposed absence
- 12.3** For teaching staff, applications for Personal leave less than 3 days should be submitted to the Deputy Headmaster using the white form entitled 'Request for Absence from School'.
- 12.4** For support staff leave forms must be completed and authorised for all types of leave and sent to Human Resources for processing