



WHANGANUI HIGH SCHOOL POLICY STAFF LEAVE

INTRODUCTION	1 Staff requests for leave will be considered in conjunction with the relevant employment agreement and the various circumstances of the staff member concerned. The needs of the staff member and the School will be considered.
PROCEDURE	<ol style="list-style-type: none"> 1 Requests for leave will be made in writing to the Principal. 2 Staff who are sick for more than three days are required to provide the Principal with a medical certificate. 3 Staff requesting Sabbatical Leave must apply in accordance with the School's guidelines relating to their Sabbatical Fund.
GUIDELINES	<ol style="list-style-type: none"> 1 All leave requests will be considered by the Principal in accordance with the relevant staff award. 2 All requests for leave which are not covered in the relevant award will be granted at the discretion of the Principal (where the leave is for one month or less) and at the discretion of the Board (where the leave is for more than one month). 3 For other than sick leave, whether the leave is with or without pay, will be determined by the Principal: <ol style="list-style-type: none"> a) As determined by the award, or where not specified b) As best meets the needs of the School in the Principal's view, or for periods of greater than one month c) As determined by the Board of Trustees <p><u>Sabbaticals</u></p> <p>The Board provides a fund which staff may apply to in relation to a sabbatical. The conditions and associated application form can be obtained from the Principal's Secretary.</p> <p>DOCUMENTATION</p> <ul style="list-style-type: none"> • Short-term Leave – forms available from the staff member in charge of day relief. • Applications for Leave – letter to the Principal. • Applications for Sabbatical – follow the appropriate guidelines obtainable from the Principal.
EVALUATION	1 The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the School's quality management cycle.

Approved by the Board
Signed Chairperson:

Date: 21.11.16

Signed Principal:

Date: 21/11/16