



Rationale:

This policy supports the NAG 3.

Purpose:

This policy recognises the Board's obligations to be a 'good employer' in accordance with the State Sector Act 1988 by providing guidelines for granting discretionary leave.

Definitions:

Discretionary Leave - An employer may, at its discretion, grant an employee special leave with or without pay on such terms and conditions as it may approve; as outlined in appropriate employment agreements.

Scope:

This policy applies to all staff.

Guidelines:

1. All applications for discretionary leave will be in writing and submitted as early as possible.
2. The Principal may approve short-term discretionary leave up to five working days. The staff member has the right of appeal to the Board should the application be declined.
3. The Board of Trustees will consider all applications for discretionary leave in excess of five working days; this being considered 'extended discretionary leave'.
4. The Board and the Principal have discretion in granting leave with or without pay.
5. When determining whether or not to approve an application for Discretionary Leave the Board and Principal will consider the circumstances of the application and the applicant, as well as the need to maintain continuity and stability within the school.
6. All relevant Collective and Individual Employment Agreements awards will be adhered to when considering applications for discretionary leave.
7. Each case will be considered based on individual circumstances and should not be seen as setting precedent.

Related policies:

1. EEO

References or Sources:

1. State Sector Act 1988
2. PPTA Secondary Teachers Collective Agreement 28.10.2015 – 27.10.2018
3. NZEI Support Staff in Schools C/A 6.6.14 – 5.12.16
4. Secondary & Area School Ground staff 1.5.2015 – 31.12.2016
5. School Caretakers and Cleaners (Including Canteen workers) 1.4.15 – 1.12.2016
6. Vulnerable Children Act 2014



Review details:

Version No	Action	Date
1	Reviewed by KIR, MAC, SMT	Sept 2008
1	Ratified by BoT	Sept 2008
2	Reviewed by BoT	July 2011
2	Ratified by BoT	Aug 2011
3	Reviewed by KIR, NEE	Aug 2013
3	Ratified by BoT	Aug 2013
4	Reviewed by SMK, NEE, MOR	Aug 2016
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