



# The Catlins Area School

## Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button. This policy's subtopics are also under review if they have a review button.

## About the review process

[Start your review](#)

## Staff Leave

As part of our commitment to being a good employer, The Catlins Area School has a staff leave policy that promotes fair and equitable treatment of staff, supports staff health and wellbeing, ensures we meet operational needs, and minimises financial risks to the school.

The board delegates management of staff leave to the principal while keeping management responsibilities in certain circumstances (see table below). The principal monitors staff leave balances (including sick leave), ensures staff are taking leave as appropriate, and provides regular reports to the board. The board is responsible for monitoring leave balances through these reports, and managing and monitoring leave for the principal.

Staff are entitled to leave according to the conditions of their employment agreement. If leave and holiday entitlements in an employment agreement provide better terms than the minimum rights set out by the Holidays Act 2003, entitlements are determined by the employment agreement. See [Employment Agreements](#).

### Leave applications

Where applicable, staff apply for leave using the [leave application form](#).

We request that staff submit leave applications well in advance of their intended leave date. The school considers applications as quickly as possible.

The school notifies staff of the outcome of their leave request as soon as possible after a decision is made. The school keeps a holiday and leave record according to the requirements of the Holidays Act (s 81).

### Leave management

The table below outlines types of leave and who this is managed by at The Catlins Area School. Management of leave includes considering applications, approving or declining applications, and notifying staff members of the outcome.

Discretionary leave includes any leave that is not specified by an employment agreement. Categorisation of leave as discretionary or non-discretionary may differ depending on the relevant employment agreement.

Type of leave	Managed by
Leave according to conditions of an employment agreement, e.g. annual leave, sick leave, bereavement/tangihanga leave, parental leave, family violence leave, jury service and witness leave	Principal, according to the terms of the employment agreement and relevant legislation
Discretionary leave, with or without pay, for 2 days or less	Principal
Discretionary leave, with or without pay, for more than 2 days and less than 6 weeks – a short-term reliever is employed for less than 6 weeks	Board

## Additional leave types and considerations

### Disregarded sick leave

Disregarded sick leave is leave taken for sickness or injury that is not deducted from staff leave balances. Conditions that may qualify for disregarded sick leave include contracting a notifiable infectious disease.

The board cannot approve disregarded sick leave directly, and must apply to the Ministry of Education for disregarded sick leave on behalf of a staff member. Staff should consult their relevant employment agreement for more information.

### Leave to stand for parliamentary election

The Catlins Area School staff, as employees of the board, are able to stand for election to Parliament. If a staff member intends to stand for election, they must inform the board and take leave from at least nomination day to the first working day after polling day. The board can require staff members standing for election to take additional leave if the board believes standing for election means the staff member cannot carry out their work duties.

See [Circular 2017/02 School Staff Standing for Election to Parliament](#) .

## Cashing up annual holidays

The Catlins Area School follows the requirements of the Holidays Act (s 28) when managing cash-up requests for annual holiday entitlement. As allowed by the Holidays Act, the school may adopt a policy that allows the board **not** to consider cash-up requests.

If the board does consider requests to cash up annual holidays, the staff member is advised in writing of the outcome. Annual holidays may not be cashed up unless the staff member has completed 12 months of employment and submitted a request to the board in writing. The board may decline cash-up requests and is not required to provide a reason for this. Employment agreements cannot require or prohibit cashing up of annual holidays. Other conditions and processes for submitting a cash-up request may be specified in employment agreements.

At The Catlins Area School, the board will not consider requests to cash up annual holidays.

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## Related topics

- [Employer Responsibility Policy](#)
- [Staff Wellbeing and Safety](#)
- [Employment agreements](#)
- [Teacher Relief Cover](#)
- [Flexible Working Arrangements](#)
- [Professional Development](#)
- [Infectious Diseases](#)

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## Legislation

- Employment Relations Act 2000
- Holidays Act 2003
- Parental Leave and Employment Protection Act 1987
- Health Act 1956
- Electoral Act 1993
- Domestic Violence—Victims' Protection Act 2018

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## Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: [Leave for principals and teachers](#) 
- Employment New Zealand:

- [Leave and holidays](#)
- [Cashing-up annual holidays](#)
- Education Payroll (EdPay) | Rārangi Utu-ā-Mātauranga: [Leave management](#)

**Release history:** [Term 3 2023](#), [Term 2 2020](#), [Term 1 2019](#)

## IN THIS SECTION

### [Criteria for Discretionary Leave](#)

<b>Last review</b>	Term 3 2023
<b>Topic type</b>	Core