



WAIMEA COLLEGE

Procedure for Staff Leave Without Pay

Policy Reference: Employer Responsibilities NAG 3

Purpose

To provide a system that:

- The Board of Trustees can use to make decisions on staff leave without pay applications.
- Is fair to, and understood by, all staff.
- Recognises length of service and contribution to the College.
- Is flexible to allow for special cases to be considered on their merit for periods ranging from one term to beyond one year.

Guidelines

1. The Deputy Principal and Resource Manager (for non-teaching staff), acting on behalf of the Principal, has delegated authority to approve up to four (4) school days Leave Without Pay.
2. The Principal has delegated authority to approve leave of more than four (4) and up to ten (10) school days.
3. Staff wanting to take Extended Leave Without Pay for or during the following calendar year must make that request in writing to the Chairperson of the Board of Trustees no later than seven (7) days prior to the June Board of Trustees meeting **and** inform the Principal of the request.

This will enable all requests to be considered at the same time by the Board of Trustees.

(If special circumstances apply, extended leave without pay requests may be considered outside this timeframe).

4. Any application for Leave Without Pay that is not within the criteria covered in these guidelines will be considered by the Board on its merits.
5. Consideration will be given to the contribution an applicant has made to the College and any previous leave granted.
6. The Board of Trustees, in making its decision, will assess the impact of the leave on subject departments and the College as a whole. Consideration may be given to the availability of relief staff.
7. Subject to guideline 2 above, an application for Leave Without Pay will not be considered by the Board unless the staff member has completed two consecutive years of continuous service at Waimea College.

8. Where either the number of requests and the timing of the leave is likely to have, in the opinion of the Board, an unacceptable impact on the College, the following factors will be considered:
 - The total number of staff requesting leave during the year;
 - The number of staff requesting leave from a curriculum area, area of responsibility, or in the case of non-teaching staff, the area of operation.
 - The timing of the leave when it is less than one year or not synchronous with a school year.
 - The length of uninterrupted service of the staff member at Waimea College (5 years or more in relation to a whole year's leave).
 - The contribution of the requested leave to the professional development of the staff member.

9. Staff will be notified of the outcome of their request within seven (7) days of the Board meeting.

Reviewed: May 2014