



PROCEDURE 3.1.8

DISCRETIONARY LEAVE PROCEDURE

RATIONALE:

The consideration of an application for special leave with or without pay for an employee is part of the Board of Trustees' role as a good employer.

PURPOSE:

1. To recognise the Board of Trustees' obligations as an Equal Employment Opportunities employer.
2. To enable the Board of Trustees to comply with the relevant employment agreement.
3. To provide consistency in the granting of discretionary leave.
4. To recognise that in some cases the Ministry of Education must give the final approval.
5. To ensure the proper recording of any discretionary leave granted by the Board of Trustees.

GUIDELINES:

1. The Board of Trustees will observe the provisions of the relevant employment agreement (and any relevant current legislation) criteria when considering an application for discretionary leave.
2. The Board of Trustees has discretion in granting leave with or without pay.
3. Applications for discretionary leave shall be given due consideration in a fair, equitable and consistent manner. Appendix 1 will be used as a guide to making decisions.
4. The Principal has the delegated authority to authorise discretionary leave with or without pay for a maximum of five days.
5. For Principal's discretionary leave, the Chairperson has the delegated authority to authorise discretionary leave with or without pay for a maximum of two days.
6. Discretionary leave in excess of five/two days requires approval by the Board of Trustees or the Ministry of Education (where that is applicable).
7. Except in cases of sudden illness or accident, no staff member should be absent from duty without the authority of the Principal, Chairperson or the Board.
8. The Principal shall deal with any requirement for relief staff where discretionary leave is granted.
9. All applications for discretionary leave must be submitted to the Principal/Chairperson in writing on a 'Leave Application Form' well in advance of the time requested, except in cases of emergency.

APPENDIX 1:

Guidelines for consideration of discretionary leave requests are: purpose, benefit to school, ease of replacement, impact on classes and total school, length of service of employee, previous leave granted and number of staff on leave at any one time.

Supporting Documents:

Staff Leave Form (see next page)

NEXT REVIEW DATE: June 2026

Tokomaru School
Leave Application Form



Name of Applicant: _____

Leave required from: _____ (first day of school absence)

Leave required to: _____ (last day of school absence)

Reason leave is required: _____

Leave requested: **WITH PAY** **WITHOUT PAY** (circle one)

(NB: A medical certificate is required for cases involving more than 5 days leave for sickness)

SIGNED (APPLICANT): _____ **DATE** _____

This section reserved for Principal / BOT Approval

Leave approved: YES / NO

WITH PAY / WITHOUT PAY

Principal: _____ **DATE:** _____

Board of Trustees (if applicable): _____ **DATE:** _____