

Policy Title: Holiday Kindergarten Staffing Policy

Classification: Human Resources

Monitored by: HR Manager

Approved by: GM Professional Services

Effective Date: January 2022

Review Date: January 2024

Objective: To clearly outline the Holiday Kindergarten staffing process.

Commitment: HCK is committed to staffing holiday kindergarten programmes fairly and in line with the Kindergarten Teachers Collective Agreement.

Related Documents

- Kindergarten Teachers Collective Agreement (KTCA)

Policy Details:

Frequency of Holiday Kindergarten

1. Holiday Kindergarten will operate for a maximum of 8 weeks over the course of the year.

Registration of interest in working on a holiday kindergarten programme

1. Teachers and Head Teachers must register their interest in working at a holiday kindergarten programme with the HR Manager.
2. All registrations of interest will be dealt with fairly. The following will be considered in final decisions:
 - Teachers may work one week of a holiday kindergarten programme, two times per year (Jan – Dec). This is critical to ensure we adhere to the KTCA and allow the required amount of professional and annual leave time.
 - Teachers are not able to work on a holiday kindergarten programme during the scheduled Professional Development week.

Higher Duties Allowance

1. Teachers who are asked to work in a Head Teacher role, who are not currently Head Teachers, will be paid a higher duties allowance, as per the KTCA. This applies to both permanent staff and relievers.

Time in Lieu

1. The HCK Annual Calendar states which week of the term breaks are allocated as annual leave and professional time.
2. Permanent staff rostered to work at holiday kindergarten during the allocated annual leave week will receive time in lieu. The retained annual leave will be transferred to time in lieu, so a clear record of leave is kept.
3. Relievers who work at holiday kindergarten during the allocated annual leave week are not entitled to time in lieu because they are paid for the hours worked at the time.
4. Time in lieu should be taken as soon as practically possible, and within 12 months of it being earned.
5. If this is not possible, teachers must discuss this with the General Manager Professional Services and agree a suitable date for using the accumulated time.
6. Time in lieu must be taken in full days, not hour by hour.
7. If a teacher resigns, they are expected to use their time in lieu balance before working their notice period. Any remaining balance will be paid as part of the termination payment.
8. The Payroll Advisor will keep a record of all time in lieu balances.

Review:

This policy will be reviewed biennially in consultation with staff.