

**Policy Title:** Leave Provision Policy

**Classification:** Human Resources

**Monitored by:** HR Manager

**Approved by:** GM Operations

**Effective Date:** August 2021

**Review Date:** August 2023

**Objective:** To ensure that all leave granted is fairly applied and meets the requirements of employment legislation, as well as the Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement (KTCA).

**Commitment:** HCK is committed to managing leave for employees in accordance with employment legislation, the KTCA and relevant good practice guidelines for non-profit organisations.

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### Scope of this Policy

Nothing in this policy shall undermine the provisions relating to leave contained in the current KTCA or Holidays Act and any amendments.

### Related Documents

- Kindergarten Teachers Collective Agreement (KTCA)
- Employment Relations Act 2000
- Holidays Act 2003

### Policy Details:

#### Attendance at work

1. Staff must not be absent from work without the prior approval of a Senior Teacher, General Manager or HR Manager.
2. If a teacher leaves the kindergarten during a contact session time for any reason, they must contact the Association office.
3. The Annual Calendars (for termly and all year services), which outline annual leave and professional leave dates will be provided to staff by 30<sup>th</sup> September, for the following year.

#### Applying for Leave

1. All leave, including planned and day-to-day, must be applied for via the Datacom Payroll system.
2. If there is an emergency requiring leave, this must be applied for immediately following the leave taken.
3. Day-to-day leave will be approved by the employee's immediate manager. In the case of Teachers, this is a Senior Teacher. In the case of Administrators, this is the General Manager Operations.
4. For staff who work in kindergartens, the needs of the children and programme will be given high priority when considering any applications for leave (paid or unpaid), during normal teaching periods.

#### Annual and Professional Leave for kindergartens with a Termly Service

1. Leave allocations will be automatically populated into the Datacom Payroll system.
2. Generally, one week of the term break is Annual Leave and the other week is Professional Leave. However, if a teacher wants to take a 2-week holiday during a term break, they can apply to have two weeks Annual Leave in one term break, and two weeks Professional Leave in the next.
3. In the first instance, leave must be taken during term breaks. Where an employee is applying for leave outside of these breaks and the leave is for longer than 2 days, the application will be considered by the Senior Management Team. They will take the following into consideration before making a decision:

- The impact on the kindergarten and the team
- The amount of previous leave the employee has taken
- Whether this leave could have been taken during term breaks.

#### Annual and Professional Leave for kindergartens with an All Year Service

1. Annual leave can be taken at any time agreed to between the employee and HCK.
2. Employees will be given the opportunity to take at least two of the six weeks annual leave continuously.
3. The Professional Leave entitlement is as per the KTCA. Applications to use this leave must be made to the immediate manager for approval.
4. If teachers from the same kindergarten apply for leave to attend the same PLD event, generally leave will only be granted to one teacher.

#### Use of Professional Leave

1. Professional Leave can be used to attend professional learning and development (PLD) opportunities, catch up on work, attend team meetings, plan and set up the kindergarten for the following term.

#### Other types of Leave

##### 1. *Sick Leave:*

If an employee has no remaining Sick Leave entitlement but has applied for Sick Leave, the leave will be granted as Sick Leave Without Pay, unless a prior arrangement has been made.

##### 2. *Head Teacher Release (HTR):*

Where a Head Teacher is applying for HTR, planning for this must be flexible around the staffing at the kindergarten on the day. Eg: if staff are absent on the day of planned HTR, the Head Teacher will need to plan another release day, because the booked Reliever will be used for the absent staff member.

HTR must be used at the kindergarten, unless negotiated with a Senior Teacher.

##### 3. *Parental Leave:*

Parental Leave should be applied for in writing to the HR Manager, using the relevant IRD application form. <https://www.employment.govt.nz/leave-and-holidays/parental-leave/how-to-apply-for-parental-leave/>

#### **Review:**

This policy will be reviewed biennially in consultation with staff.