

## HOKOWHITU SCHOOL DISCRETIONARY LEAVE POLICY (2023)

### PURPOSE

Hokowhitu School Board will be a fair and equitable employer in the provision of discretionary leave.

### GUIDELINES

1. The consideration of discretionary leave (i.e., leave during a period when the school is officially open for instruction) and unpaid refreshment leave will be carried out in compliance with relevant collective agreements.
2. Staff wishing to apply for discretionary leave must do so at least six weeks in advance unless there are exceptional circumstances.
  - a. Applications must be submitted in writing to the Principal and addressed to the School Board.
  - b. The Principal is delegated authority to approve discretionary leave in exceptional circumstances.
3. All discretionary leave applications are considered by the School Board during the “in-committee” section of its regular meetings.
  - a. If there is no Board meeting prior to approval being needed, the Principal and the holder of the Personnel portfolio on the Board will make a decision for ratification at the next Board meeting.
4. The School Board will be mindful of its obligation to be a good employer in considering discretionary leave applications.
  - a. Applications will not be approved that unreasonably impinge on the school’s operational requirements.
  - b. Favourable consideration will be given in the case of accident or illness of dependants, as defined in relevant collective agreements.
  - c. Repeated applications for discretionary leave of two or more consecutive days will not normally be approved if applied for within a two-year period.

### ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS

#### Collective Agreements

Primary Principals’ Collective Agreement

Primary Principals’ (PPCB) Collective Agreement

Primary Teachers’ Collective Agreement

Support Staff in Schools’ Collective Agreement

School Caretakers’, Cleaners’ and Canteen Staff Collective Agreement

**Ratification date:** 9 May 2023

**Review date:** Term 2 (May-June) 2026

---

---

**Presiding Member**

**Principal**