

	Policy
	Policy Category: GOVERNANCE
	Date Created: November 2016
	Policy Name: Staff Leave Policy

Policy and Recommended Procedure

We acknowledge the minimum leave requirements, as detailed in the Holidays Act 2003. The individual's Employment Agreement will detail their leave entitlement, and may contain additional leave benefits or conditions (that are "not less favourable" than the Holidays Act).

Permanent staff are entitled to the following paid leave

- Annual Leave
- Sick Leave
- Bereavement Leave

Casual staff (e.g. Relievers) will be paid holiday pay at a rate of 8% of their hourly rate. This will be included in their fortnightly pay, and detailed separately on their pay slip. Staff on Fixed Term Agreements is entitled to leave as per their Employment Agreement. Staff are expected to self-manage their leave, in accordance with Grow policy.

ANNUAL LEAVE

- The anniversary day for annual leave is the anniversary start date of each staff member.
- Staff are able to take annual leave in the year which it accrues, i.e. leave entitlements can be taken before a complete year is worked.
- Staff will be advised of the arrangements for the Christmas/New Year period, which will include a 'shut down', to enable staff to make plans for their leave, and will be provided with 'confirmation of approval'
- Staff who have been employed for less than 12 months at the time of the Christmas closure will be paid out their accrued holiday pay on the last working day before the closure.
- Staff are expected to have taken one week of their current year's entitlement, as well as any brought forward leave, by six months after their anniversary date.
- A maximum of 5 day's leave can be carried forward from one leave year to the next. Manager may request an intended leave plan or that annual leave must be taken, should an individual's entitlement exceed 5 days of outstanding leave. At least 7 days written notice will be given, if annual leave is to be enforced.
- Preferably, annual leave is to be taken in one week periods, however, up to one week's equivalent annual leave may be taken on individual days.
- All annual leave must be applied for at least three weeks in advance, and be approved by Grow Manager before it is taken. Leave will usually only be approved if a Reliever can be found.
- If staff fall sick or have an accident whilst on annual leave, Grow is not required to substitute the annual leave for sick leave.

SICK LEAVE

- Paid sick leave is only available to permanent staff members, as set out in their individual employment agreements.
- Sick leave is available after six months employment
- Sick leave will not be advanced
- Once the annual sick leave entitlement has been used, any further time off due to illness may be granted, upon application, as leave without pay, or as annual leave (only if the employees Employment Contract grants them additional leave over the four week minimum, and then only if it still leaves three weeks of annual leave entitlement for the year)
- In special circumstances, an application for additional paid special leave can be made to the Manager. The granting of any special leave is entirely at the Manager's discretion.
- Sick Leave will be granted for full, half days, or quarter days, at the Childcare Manager's discretion. The actual time deemed a half day is determined by the length of the shift that the staff member would have worked.
- "Appointments" should be scheduled outside of rostered work time, when at all possible. However, the Childcare Manager, at their discretion, may grant sick leave for a medical specialist's appointment, or similar, should this not be possible.
- Unused sick leave has no monetary value at the time an employee resigns or has their employment terminated.

PUBLIC HOLIDAYS

- The Holiday's Act 2003 allows for 11 Public Holidays per year.
- Staff are entitled to a paid holiday on a public holiday, if it falls on a day that the staff would otherwise have worked. (Staff are not entitled to a paid holiday, if it would not have been an ordinary work day for them).
- Staff are entitled to be paid for any public holidays that fall within a period that they are on annual leave, or occur in the period of untaken annual leave, in the case that they are terminating their employment.

PARENTAL LEAVE

- The Parental Leave and Employment Protection Act 1987 will be abided by. (See Parental Leave Procedure)

Authorised:	
Date:	
Review Date:	Term 2 2022
Consultation Undertaken:	