



Leave Policy

Te Kaupapa Here mō te Whakamatuatanga ā-Tau

Version 1 | Mahi Tuatahi
Effective Date | [Whakamana tahito](#) : June 2025 | [Hune 2025](#)
Next Review | [ā houanga arotake](#): June 2026 | [June 2025](#)
Policy Owner | [Rangatira Kaupapa Māhere](#): Chief People Officer
Key Accountabilities | [Ngā Takonga Tuatahi](#): None

Introduction | [Tīmatanga Kōrero](#)

The purpose of this policy is to:

- Ensure that leave is applied in a fair and consistent manner at Whānau Manaaki.

Applies To | [Ko Wai Whakahāngaitia](#)

This policy applies to all employees of He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

Whānau Manaaki Definitions | [Whānau Manaaki Tautuhi](#)

“Part Year” means a Kindergarten that is open to children during term time only.

“Full Year” means a Kindergarten that is open to children throughout the year.

“Graduation” is defined as the formal event at which a person who has successfully completed a course of study at a school, college, or university gets a document stating this fact, or the successful completion of a course of study.

“Investiture” is defined as the formal bestowal, confirmation, or presentation of rank, office, or a possessory or prescriptive right, usually involving the giving of insignia or an official title.

General Principles | [Mātāpono Whānui](#)

1. Applications for leave must be made online through the Payroll System. Approval from the employee’s leader must be sought before applying.

Annual Leave

1. Annual Leave entitlements will be accrued as per employees relevant Employment Agreement.
2. Regularly taking annual leave is viewed as necessary to ensure the health and wellbeing of employees.
3. Employees may take annual leave as it is accrued, i.e., in advance from the commencement of their employment rather than having to complete a year’s service before taking leave.
4. It is expected that employees will take their full entitlement in the year that it is accrued.
5. If an employee wishes to carry their annual leave into the following year, a specific request must be discussed with the employees’ leader. There must be a plan to use this leave which must be applied for via the payroll system and is subject to approval.
6. Annual Leave must be taken at a time agreed between the employee and their leader and approval must be sought from the employee’s leader prior to entering the leave in the Payroll System.
7. Approval for annual leave will not unreasonably be withheld and if annual leave needs to be declined, the employee will be advised of the reasons for this.



8. Where agreement cannot be reached, the Chief People Officer may direct the employee to take annual leave, with a minimum of two weeks' notice.
9. Dates for the Christmas and New Year Annual Closedown Period and any other closedown dates will be confirmed in advance of each year.
10. Annual Leave Cash Ups may be requested to the Chief Executive in accordance with the Holidays Act 2003.
11. Requests for an Annual Leave Cash Up may be declined in accordance with the Holidays Act 2003.
12. Generally, Teachers covered by the Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement will not be able to cash up Annual Leave, unless in rare and special circumstances. Any such circumstances will be considered by the Chief Executive on a case-by-case basis.
13. If an Annual Leave Cash Up is approved, it will be paid out in the next available pay run.

Annual Leave in Kindergartens

14. For those employed in Part Year Kindergartens, annual leave must be taken during term breaks, or while the Kindergarten is closed.
15. For those employed in Part Year Kindergartens who have an annual leave entitlement, in excess of the annual leave required to be taken during term breaks, they may be able to take any excess annual leave entitlement in term time with the agreement of their Head Teacher and Senior Teacher.
16. For those employed in Full Year Kindergartens, annual leave must be taken while the Kindergarten is closed for the Christmas and New Year Annual Closedown Period. The remainder of their Annual Leave will be taken throughout the rest of the year as agreed between the employee and their leader.

Sick Leave

17. Employees must advise any absence due to sickness by advising their leader through the normal process for their team.
18. Where an employee has run out of their current sick leave entitlement, they may apply to the Payroll Lead for some of their next annual sick leave entitlement to be advanced to them where their next anniversary is generally no more than 3 months away.
19. Applications will generally be approved if at the employees next anniversary date for Sick Leave, they will have at least 10 days available to them.
20. Whānau Manaaki may request a Medical Certificate from the employee's Doctor for periods of Sick Leave of more than 3 consecutive working days in accordance with the relevant employment agreement.
21. Employees may request to be off work on Sick Leave without Pay where there is no sick leave balance available to them.

ACC Leave

22. In the event an employee suffers an injury either at work or outside of work where they are not fully fit for work, they are required to advise their Leader and/or Senior Teacher, and the Payroll team as soon as possible.
23. Copies of relevant documentation must be sent to the Payroll team to ensure the timely processing of any leave.
24. ACC Leave will be paid in accordance with the *Returning to Work After an Injury or Illness Policy*, the *Returning to Work After an Injury Process* and the *Injury and ACC Pay Process*.



Injury Occurring at Work

25. For an injury that occurs at work where the employee is not fully fit for work and needs to take leave, the employee must provide a relevant document outlined below:
 - a. An approved claim letter from ACC
 - b. An ACC45 Form
 - c. A Medical Certificate
26. For all injuries suffered at work, the employee or their leader must enter the accident into GOSH to comply with the Health and Safety at Work Act 2015.
27. The Health and Safety Advisor, Human Resources Advisor or Payroll Lead may request an employee to enter a workplace injury into GOSH if a relevant document as outlined above, is received by Whānau Manaaki, but the injury has not already been recorded in GOSH.
28. Paid leave will not be withheld if an injury has not been recorded in GOSH but another form of relevant documentation has been received.
29. Subject to the claim being accepted by the Accident Compensation Corporation (ACC), Whānau Manaaki will pay the employees usual salary or wages based on their usual working pattern for the first five days of absence related to a new injury.
30. In the instance that a claim for an accident is accepted by ACC and the employee is receiving wage compensation from ACC, an employee may apply to the Payroll Lead to have their pay from ACC topped up by using their Sick Leave entitlement or other leave entitlement in accordance with the conditions above. This will be considered and approved by the Payroll Lead.
31. If the claim is not accepted by ACC and the employee is unable to work, the employee must apply for Sick Leave.

Injury Occurring Outside of Work

32. If an injury occurs outside of work where the employee is not fully fit for work and requires time off work, a Medical Certificate must be sent to the Payroll team.
33. The employee may use their Sick Leave, or other leave that is available to them, to cover the first five working days of the injury.

Special Purpose Leave (with or without pay)

34. Special Purpose Leave may be provided with or without pay at the discretion of the Chief People Officer.
35. Special Purpose Leave will be considered where other leave types are not suitable and will not be unreasonably withheld.
36. When considering Special Purpose Leave the following will be considered by the Chief People Officer:
 - a. The impact of the operation of the Kindergarten or office services (including the team)
 - b. The availability of a suitable reliever
 - c. The frequency of the individuals' applications and the amount of Special Purpose Leave taken previously
 - d. Priority of need
37. Special Purpose Leave with pay may be granted on application as follows:
 - e. The employees Graduation – usually 1 day, up to a maximum of 2 days if travel is required.
 - f. The employees Investiture – usually 1 day, up to a maximum of 2 days if travel is required.



- g. The employees need to visit a family member who is terminally ill. The number of days will depend on the circumstances with final approval by the Chief People Officer.
- h. The employee's significant health or medical diagnoses

Bereavement Leave

- 38. Bereavement Leave will be paid in accordance with the relevant Employment Agreement.
- 39. The number of Bereavement Leave days granted will depend on the nature of relationship, in the Holidays Act 2003.
- 40. The Payroll Lead or Chief People Officer may approve additional days as Bereavement Leave depending on individual circumstances.
- 41. Application for Bereavement Leave can be made on behalf of an employee by their leader or colleague.

Parental Leave

- 42. Parental Leave will be paid in accordance with the relevant Employment Agreement, the Parental Leave and Employment Protection Act 1987 and the Parental Leave Policy.

Professional Development Leave

- 43. Professional Development Leave will be paid in accordance with the relevant Employment Agreement and the Professional Growth Policy.

Jury Service Leave

- 44. An employee who has been called to perform Jury Service shall be encouraged to attend.
- 45. An employee must apply for Special Purpose Leave and note Jury Service as the reason for the leave.
- 46. Any payment received by employees for attending Jury Service must be reimbursed to Whānau Manaaki, minus any travel costs.
- 47. An employee may elect to seek a deferment from the Court for employment reasons such as the effect their absence may have on their workplace, Kindergarten programme or children.
- 48. Where an employee seeks a deferment for employment reasons, the employee must apply for this by sending a letter of support from the Human Resources Team for the deferment if appropriate.

Reliever Availability for Teachers

- 49. All Leave requests will be considered in accordance with the availability of a Reliever if needed.
- 50. If a Reliever is not available when leave is being requested, then a leave application may be declined.

Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

Holidays Act 2003

Parental Leave and Employment Protection Act 1987

Accident Compensation Act 2001

Health and Safety at Work Act 2015

Kindergarten Teachers, Head Teachers, and Senior Teacher Collective Agreement

Office Based Support Staff Collective Agreement

Support Staff Collective Agreement

Individual Employment Agreements





Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

Returning to Work after an Injury or Illness Policy

Returning to Work after an Injury Process

Injury and ACC Pay Process

Parental Leave Policy

Organising Relievers Process

Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy is to be reviewed every year. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.

