



## Relief process for Saint Kentigern College Teaching Staff 2023 (as at April 24)

This is an outline of how the Relief process works for Teaching Staff (anyone on the timetable) at the College. To ensure it works well for everyone involved, please ensure you are fully familiar with it.

### **IF YOU REQUIRE COVER FOR EMERGENCIES (SICKNESS, FAMILY EMERGENCIES ETC)**

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As soon as you know you will be away, txt or phone Susan Mudford 021861963 and HoD/HoF/line manager with the basic information *eg Tom here. My child is unwell. I'll be away tomorrow Thu Feb 10.*

Then, email me (Susan) and copy in your HoD/HoF/line manager (and HoH if needed) with the following, as soon as possible before 7am:

1. Reason for absence  
*eg "My child is unwell."*
2. Time of day you will be absent.  
*eg "8.40 to 1.45pm. I'll come in for p5 and 6 once my partner gets home."*
3. Any special arrangements you have made.  
*eg "Jack will take my p4 internal assessment and Jim will take my ETT with his group."*
4. Acknowledge that all work and instructions are on the respective class OLE pages (or that you have organized someone to do this).  
Please do make the work straightforward and very visible on each OLE page. Eg under News with a clear heading for the day and date.  
Please don't put work just on OneNote (relievers cannot access that space).

Depending on the emergency, not all of this can happen. Between your HoD/HoF/line manager/HoH, myself and your colleagues, we will work things out. The key is communicating clearly and in a timely manner. The more information I have, the more I can be of assistance to you. If you are feeling unwell the day before, it is better to tell me that day (the sooner, the better 😊).

I will organize cover for any duties (if needed) for these 'unplanned' absences.

Taking your laptop home with you and ensuring you have the necessary internet connection/access to OLE from home, will make things less stressful for you if you find yourself away from work unexpectedly.

If something happens during the school day, please txt or phone me in the first instance (if I am teaching, I won't be looking at my email). If I am not available and you cannot resolve things within your department, please contact Natalie Burrige 021571303.

## IF YOU REQUIRE COVER FOR **PRE-APPROVED** ABSENCES (PD, EOTC, PERSONAL LEAVE ETC)

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As soon as you know about any absence, let me know. Don't wait for the EOTC or PD process to be completed. It's better to have something penciled in (and cancelled if needed), than for it to get missed in amongst all the various procedures and paperwork.

Email me and copy in your HoD/HoF (HoH if applicable) with the following:

1. Reason for absence  
*eg "I will be on a trip to the Museum with Year 12 English."*
2. Date(s) and time(s) of day(s) you will be absent. Please don't just give the periods you need cover for.  
*eg "Wed Mar 20 8.40 to 1pm"*
3. If it's a trip where students will be off-site, please provide the precise code(s) of class(es) that will be absent (this is so I don't put cover on those classes).  
*eg "12ENG2a and 12ENG4c"*
4. Any arrangements you have made for the class(es) that need cover.  
*eg SMM has offered to take my roll call and p1 class for me.*

Please **organize your own swaps for any duties** that you will need covered.

*It is hugely appreciated if you can try to avoid making personal appointments during teaching time.*

## **COVERING** CLASSES FOR OTHER STAFF

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As a teaching community, there will be times when we will need to help each other out.

Staff who are under their agreed maximum allocation of teaching periods can expect to do that number of covers per 7-day cycle (on average) to bring them up to their maximum load. Staff who are on their maximum allocation should be used for cover only in exceptional circumstances (approximately once or twice a term), as per the SKTA Collective Agreement. It is recommended that you confirm your maximum load with your HoF/HoD and/or DP Head of Curriculum.

You will be notified about cover as far as practicable ahead of time. Please check your email and OLE home page first thing every morning (before the start of school) for any last-minute additions.

When you get given a cover:

1. You will receive an email '*You have been selected for substitution*'. The person being covered will receive an email '*Substitution Allocated*'.
2. It will appear on your Synergetic attendance roll and on your OLE timetable for that day.
3. Please be in the right place at the right time.
4. If there are any problems with the actual class (eg no work has been set for the students, or there is an issue during the lesson), please let the teacher and/or HoD/HoF/HoH know.
5. Note that at times you may be given cover in lieu of a class you lose to another activity (eg Yr 7/8 sport, class trip etc).

## SPECIAL (DISCRETIONARY) LEAVE

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There may be times when a staff member needs to apply for leave for personal reasons. This includes things like weddings, graduations, moving house, and/or emergencies/situations outside of other leave.

Up to one day of Special Leave can be approved by the Manager of Teacher Relief. Two to five days of Special Leave requires the approval of the Principal. More than five days of Special Leave requires the approval of the Trust Board.

**Special Leave can be paid or unpaid. It is granted in 'unique' circumstances and on a case-by-case basis.** Staff should not expect to be granted Special Leave on a regular basis.

If you are in the position of needing to apply for leave, it is highly recommended that you speak to your HoD/HoF/line manager first and then chat with me. I can assist you with any necessary applications that might need to be done prior to applying to the Principal.

## TRUST BOARD WELLBEING DAY

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In 2023, the Trust Board are offering a Wellbeing Day - an additional day of leave per annum for permanent staff to plan for a day to recharge during the school year. This is a pre-planned, paid leave day, available to staff who have joined the College by the start of the year. Staff were asked to opt in or out by February 17, 2023 (as per the December 2022 and February 7 email communications from Kevin Morris, Executive Trustee). Senior Management might set some restrictions around certain dates (eg Camp weeks, Tournament Weeks, Senior School Derived Grades exam period, start/end of term, public holiday weekends etc) and/or the numbers of staff who can take their Wellbeing Day on certain days. Staff are asked to book in their Wellbeing Day at least 3 weeks ahead of time. The sooner it is booked in, the more likelihood of the day being available. Opting for the Wellbeing Day in the original survey does not mean that your day is booked in.

## FAQs

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- ***Why do you want to know the time of day I am away for, rather than just the periods I need covered?*** Knowing the exact time of day means that I will know that you are not available to do any cover during that time. It also means that I can accurately record your leave for Payroll as needed. It also helps if folk forget to list all the classes they are away for (eg 8.40am roll call and ETT often get left out when someone tells me they are going to be away).
- ***I am being used for Relief, but I think I am on a full load. What should I do?*** Please direct these questions to your HoD/HoF or DP Curriculum in the first instance and get back to me if I need to make any changes to the numbers I have been given.
- ***What do I do if I see a class that doesn't appear to have a teacher?*** Please try to resolve the situation on the spot and/or with the assistance of the HoD/HoF. If not, then follow the process as per previous question.

- **How do I avoid a clash of being allocated a cover when I have arranged a meeting during a non-contact?** If you have a meeting or similar planned during a non-contact, please let me know ahead of time so that I can avoid allocating you cover at that time.
- **If I am away for a one-hour medical appointment, will I use a half-day of sick leave?** No! I record the time of day you have been at your appointment, meeting, event etc, as well as the type of leave it is. Payroll then convert that to a percentage of your day and note it on your pay sheet accordingly. For example, you have an appointment from 1.45 to 3.30pm, it will be closer to .33 of a day's sick leave, NOT a half-day.
- **What sort of leave is there?** The main types of leave that Teaching Staff use are: Sick Leave; Wellbeing Day; Bereavement Leave; Jury Service Leave; ACC Leave; Special (Discretionary) Leave. For all types of leave it is highly recommended you are fully familiar with contractual responsibilities for Leave as outlined in the SKTA Collective Agreement and any related Employment Laws.
- **What if I get a Jury Service letter?** Please come and see me as soon as you receive a Jury Summons and before you reply to it. We can chat about different options available to you.
- **How much Sick Leave do I have?** As per the SKTA Collective Agreement, Teaching Staff have 10 days of sick leave available each year (renewable on the anniversary of the date they started at the College), up to a maximum of 90 days. It is mindful to note that Sick Leave should be viewed as being available 'in case it is needed'. Any enquiries about Sick Leave can be made to me or to Sharon Zaugg in Payroll.
- **Why do I need to let my HoH know I am away?** As with letting your HoD/HoF know, it helps when putting the necessary cover in place for you, especially if an ETT is involved. Your HoH might be available to take your ETT for you. Also, they would know not to expect you at Chapel, Assembly, Tutor meetings etc.
- **What about absences due to Covid-19?** Please see the notes at the end of this file for the latest information. They will be updated if/when MoH guidelines change. The Trust Board currently provide up to 5 days of Discretionary Leave for staff who test positive for Covid, for up to 2 Covid infections.

If you have any questions or concerns about Relief and/or Staff Leave, please let me know.

The Manager of Teacher Relief is located in the office in the 'West wing' of the McFarlan Centre (Admin Block), adjacent to the DP and acting-AP offices.

Susan Mudford      Phone: 021861963      Email: [susan.mudford@saintkentigern.com](mailto:susan.mudford@saintkentigern.com)

In my absence: Natalie Burridge (Acting-AP) 021571303 or Pat Baird (DP) 0272008051

(as at April 24, 2023)

## IF YOU TEST POSITIVE FOR COVID-19

### What you need to do

Isolate for 7 days while you recover. This is even if you have had Covid before.

Your 7 days start from Day 0. This is the day your symptoms first started OR the day you tested positive (whichever is earliest).

Your Household Contacts do not need to isolate. They should test daily for 5 days. If they test positive, they need to begin 7 day of isolation as someone with Covid-19.

### When you can leave self-isolation

You can end your self-isolation 7 days after your symptoms first started (or the day you tested positive, which ever came first), if you are well. You do not need a negative test result to return to work or school. You cannot leave isolation early, even if a later test is negative during the 7 days.

If you are still sick, stay home until you are well.

As you recover from COVID-19, you might find that you get tired easily or become breathless. This is common after being sick. You should take it easy as you return to your normal activities. Make sure you:

- get plenty of sleep
- eat well
- rest if you need to
- pace yourself.

If you have any concerns, you should talk to your doctor or healthcare professional.

### Isolation and testing after you have had COVID-19

**If you get COVID-19 symptoms again and it has been 28 days or fewer** since your previous infection, there is no need to take a RAT. You should stay home and recover until 24 hours after you no longer have symptoms.

If you have an underlying health condition or your symptoms are getting worse, you should get advice from a health practitioner or Healthline on [0800 358 5453](tel:08003585453).

**If you have COVID-19 symptoms again and it has been 29 days or more** since a previous infection, you should take a RAT. If it is positive, you must self-isolate and follow the same advice as for your first infection.

If your test is negative your symptoms could be another illness, such as a cold or flu. If your symptoms continue, you should repeat a RAT 48 hours later. If your result is still negative, stay home until at least 24 hours after your symptoms resolve.

<https://covid19.govt.nz/isolation-and-care/if-you-have-covid-19/>