



Relief process for Saint Kentigern College Teaching Staff 2025 (as at April 28)

This is an outline of how the Relief process works for Teaching Staff 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)

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 or in a text box, 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 urgent happens during the school day and you can't resolve it yourself or within your department/faculty, please 'phone me. If I am not available and you cannot resolve things within your department/faculty, please contact Natalie Burrridge 021571303 or Pat Baird 0272008051.

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

As soon as you know about any absence (even one organized by someone else eg a class trip), 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

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 desktop first thing every morning (before the start of school) for any last-minute additions. You can also check via Synergetic/Synweb and your OLE Calendar.

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

There may be times when a staff member needs to apply for leave for personal reasons not covered by other Leave. This includes things like weddings, graduations, moving house, family events/matters not covered by Sick Leave, and/or emergencies/situations outside 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/Executive Trustee.

Special Leave can be paid or unpaid. It is granted in 'exceptional' 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 if you need to apply to the Principal.

FAQs

- ***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.
- ***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?*** The time you are off-site and the type of leave is recorded and submitted to Payroll each Friday. Payroll converts that to a percentage of your day and record it on your pay sheet accordingly. For example, if 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; 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. Teachers new to the teaching profession get an additional 5 days of Sick Leave in their first year at the College. 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, as well as the SKC Health and Safety OLE page.

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 offices.

Susan Mudford Phone: 021861963

Email: susan.mudford@saintkentigern.com

In my absence:

Natalie Burridge (DP Academic Operations) 021571303

Email: natalie.burridge@saintkentigern.com

Pat Baird (DP Learning and Teaching) 0272008051

Email: pat.baird@saintkentigern.com

Covid-19 Ministry of Health Guidelines (as at January 20, 2025)

Follow the guidelines on the Ministry of Health website:

[If you have COVID-19 | Unite against COVID-19 \(covid19.govt.nz\)](https://covid19.govt.nz)

Start your recommended 5 day isolation period

If you test positive for COVID-19, it is recommended you isolate for at least 5 days, even if you only have mild symptoms. This is to prevent spreading COVID-19 to other people. You would start your isolation at Day 0 – this is the day your symptoms started or when you tested positive, whichever came first.

Isolation means not leaving your house and not going to work or school. It also means staying away from others in your household as much as possible.