



## Saint Kentigern

### College Teaching Staff Relief process (at 21 January 2026)

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 the Manager of Teacher Relief (Susan Mudford 021861963) and line manager(s) with the basic information *eg Tom here. My child is unwell. I'll be away tomorrow Thu Feb 10.*

Then email [teacher.relief@saintkentigern.com](mailto:teacher.relief@saintkentigern.com) and copy in your line manager(s) 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 line manager(s), 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 😊).

Cover will be arranged 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'm not available and you cannot resolve things within your department/faculty, please contact Susie Rock 0273418605.

## 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 [teacher.relief@saintkentigern.com](mailto:teacher.relief@saintkentigern.com) and copy in your line manager(s) 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 greatly 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 Academic.

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. You can also access it through your OLE calendar.
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 know.

## SPECIAL (DISCRETIONARY) LEAVE

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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, and/or emergencies/situations not covered by Sick Leave or Bereavement Leave.

As per the SKTA Collective Agreement:

15.5.2 The Principal may grant discretionary leave, in special circumstances only, with or without pay. Discretionary leave in excess of 5 consecutive working days shall require Board approval.

The following are specific Special Leave instructions from the Principal:

Effectively from **Term 1 2026**, all Special Leave requests – regardless of duration or whether paid or unpaid – will be managed by the College Principal. Special Leave, if granted, is generally unpaid unless there are compassionate or exceptional circumstances, or where an employment agreement or statutory entitlement applies. Each request will be considered on its merits.

If you need to request Special Leave:

1. Seek your line manager's support before submitting your request.
2. Email your completed Special Leave form to Damon Emtage (College Principal), copying Karen Barden (PA), your Line Manager(s) and Susan Mudford (Manager of Teacher Relief) for awareness and planning.
3. Please allow sufficient time for your request to be considered before your intended absence:
  - i) Planned absences - submit at least two weeks in advance where possible.
  - ii) Extended leave (more than three days or during peak periods) - aim for three to four weeks' notice.
  - iii) Short-notice or urgent situations - notify Susan Mudford and your line manager(s) as soon as practicable, followed by submission of the Special Leave Form
4. Await confirmation from the Principal before finalising your arrangements.

Documentation:

All planned Special Leave, whether paid or unpaid, must be submitted using a **Special Leave Form**. Please clearly specify the total number of hours you will be absent from the College campus, including your departure and return times. If your leave covers one or more full days, state the exact number of days you will be away from the College.

In emergency or retrospective cases, please notify Susan Mudford immediately and submit the form afterwards.

## 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). There are also days when period times change.
- **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 Academic in the first instance.
- **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 personal 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 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. There are 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 line manager(s) 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 is a 'red-zone' day?** This is day on the OLE Calendar where there will be a lot of staff out eg Yr 9 Camp week, Duke of Ed trips etc. Because of that, staff are asked not to

plan anything that involves other staff being out as well.

- **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.

## CONTACT DETAILS

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

Susan Mudford      Phone: 021861963

In my absence contact:

Susie Rock      Phone: 0273418605

Please use the [teacher.relief@saintkentigern.com](mailto:teacher.relief@saintkentigern.com) email address for all day-to-day relief requests. Other relief matters outside of that can be sent to my [susan.mudford@saintkentigern.com](mailto:susan.mudford@saintkentigern.com) email.

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

<b>Covid-19 Ministry of Health Guidelines (as at 21 January, 2026)</b>
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Below are the instructions from the Trust Board:

*"Please be reminded that upon testing positive for Covid, staff are requested to notify their manager of the positive result and isolate at home for five days or until a negative test is produced. Any leave required as a result of testing positive will no longer be categorised as Covid Leave, and all absences for illness will be considered as Sick Leave. The Leave form for staff has been updated accordingly and is now available at a new "Employee Self Service" section on the P&C homepage: [OLE - Saint Kentigern's Learning Management System - PEOPLE AND CULTURE](#). If staff have yet to qualify for sick leave, or have no sick leave remaining, then discretionary leave can be applied for."*

Please also follow the guidelines as per MoH website <https://info.health.nz/conditions-treatments/infectious-diseases/covid-19/if-you-have-covid-19>

Susan Mudford

Manager of Teacher Relief

21/1/2026

