

Relief Process for Teaching Staff 2022

(as at January 26)

This is an outline of how the Relief process works 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 emergency etc)

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

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

1. Reason for absence

*eg “My child is unwell.”*

1. 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.”*

1. Any special arrangements you have made.

*eg “Jack will take my p4 internal assessment and Jim will take my ETT with his group.”*

1. 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/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 (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 you require cover for pre-approved absences (PD, EOTC, PERSONAL LEAVE etc)

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 Yr 12 English.”*

1. 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”*

1. 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”*

1. 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.

*Wherever possible, please 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.

**Note** that 2022 is likely to be an ‘exceptional’ year in terms of cover required, so at times we might all be doing more cover than what would normally be expected.

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

There may be times when a staff member needs to apply for leave for personal reasons (this includes things like weddings, graduations, moving house, birth of a baby, sick leave in advance for surgery etc).

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 for things such as travel require the approval of the Trust Board.

**Special Leave can be paid or unpaid**. It is granted in ‘exceptional’ circumstances. 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, I highly I recommend you speak to your HoD/HoF 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.

(See also the SKTA Collective Agreement for notes about Special Leave and other Leave).

# 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.

* *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 any I need to make any changes to the numbers I have been given.

* *What do I do if I have to leave work urgently during the day?*

Follow the usual process, especially informing me, your HoD/HoF and/or nearest colleague. Between us we will sort your classes for you.

* *What do I do if I see a class that doesn’t appear to have a teacher?*

If you come across a class without a teacher, txt me. If possible, see if you can 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?*

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.

* *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; Bereavement Leave; Jury Service Leave; ACC Leave; Special (Discretionary) Leave (see the previous section on Special Leave, as well as the SKTA Collective Agreement).

* *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, 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’, rather than ‘I’m entitled to it and need to use it all up’.

Any enquiries about Sick Leave can be made to me or to Sharon Zaugg in Payroll.

* *What about absences due to Covid-19?*

In general, if you are absent because you or your family member(s) are unwell (Covid-related or not), it will be Sick Leave as per the usual process. eg You are unwell and get a Covid test. As per current Ministry of Health guidelines, you would stay home until you get your negative result and are well enough to return to work.

If you are not unwell but have to be away from work due to a Covid related matter that is outside of your control, it is best to chat with me about your circumstances.

In terms of overseas travel and Covid, please refer to the letter sent to all staff from the Trust Board (March/April 2021).

Given the fluidity of the Covid situation and complexities that might be involved, usual practice is that cicumstances are considered on a case-by-case basis. The more I know your situation, the more likely I will be able to help and support you.

**Always** get advice from the Ministry of Health.

* *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.

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

The Manager of Teacher Relief is located in an office near Main Reception.

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

If it is urgent and I am not contactable, the DP to contact is Pat Baird 0272008051.