



## Leave Codes

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## Area School Principals' Collective Agreement

### ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

### Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

### Discretionary Leave

- DISCR - Discretionary Leave
  - COURT - Court Proceedings
  - CULT - Cultural Leave
  - HUIBI - Hui Lv Bilingual Classes
  - HUICO - Hui Lv - Contests
  - IMPOC - Family Reasons Import family & Other Occass
  - MISCL - Miscellaneous Lv
  - SERIL - Family Reasons Serious Illness
  - SLAUT - Meeting Stat/Local Authorities
  - SPORT - Sport Leave
  - STUDY - Training/ Study
  - COV19 - COVID-19 related leave

### Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

### Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - EMERG - Emerg'cy Situation
  - OSTOU - Overseas Tour
  - OUTBD - Outward Bound
  - RELIG - Religious Observances
  - ROTEX - Rotary Group Exchange
  - SPCWO - Discretionary LWOP
  - SRESC - Search & Rescue
  - COV19 - COVID-19 related leave

### Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

### Military Leave

- MILLE - Military Leave
  - n/a - Reason code not required

*Form Required: NOVO12*

- MILWO - Military Training Leave Without Pay
  - n/a - Reason code not required

### **Parental Leave Without Pay**

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### **Professional Development**

- PRFDV - Prof Development
  - n/a - Reason code not required

### **Refreshment Leave Without Pay**

- REFWO - Refreshm't Lv Without Pay
  - n/a - Reason code not required

### **Sabbatical Leave**

- SABBL - Sabbatical Leave
  - n/a - Reason code not required

*Form Required: NOVO12*

### **Sick Leave**

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - Anticipated Sick Leave - Statutory
  - n/a - Reason code not required
- SANTC - Anticipated Sick Leave of future entitlement-MOE
  - n/a - Reason code not required

*Form Required: NOVO12*
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
- DISSK - Disregarded Sick Leave Secretary for Ed approved
  - n/a - Reason code not required

*Form Required: NOVO12*
- SLWOP - SL Without Pay
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

### **Union Leave**

- UNWOP - Union Leave Without Pay
  - n/a - Reason code not required

### **Domestic Violence Leave**

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

# Area School Teachers' Collective Agreement

## ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

## Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

## Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

## Discretionary Leave

- DISCR - Discretionary Leave
  - COURT - Court Proceedings
  - CULT - Cultural Leave
  - HUIBI - Hui Lv Bilingual Classes
  - HUICO - Hui Lv - Contests
  - IMPOC - Family Reasons Import family & Other Occass
  - MISCL - Miscellaneous Lv
  - SERIL - Family Reasons Serious Illness
  - SLAUT - Meeting Stat/Local Authorities
  - SPORT - Sport Leave
  - STUDY - Training/ Study
  - COV19 - COVID-19 related leave

## Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

## Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - EMERG - Emerg'cy Situation
  - OSTOU - Overseas Tour
  - OUTBD - Outward Bound
  - RELIG - Religious Observances
  - ROTEX - Rotary Group Exchange
  - SPCWO - Discretionary LWOP
  - SRESC - Search & Rescue
  - COV19 - COVID-19 related leave

## Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

## Military Leave

- MILLE - Military Leave

- n/a - Reason code not required  
*Form Required: NOVO12*
- MILWO - Military Training Leave Without Pay
  - n/a - Reason code not required

### Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### Prof Development

- PRFDV - Prof Development
  - n/a - Reason code not required

### Refreshment Leave Without Pay

- REFWO - Refreshm't Lv Without Pay
  - n/a - Reason code not required

### Sabbatical Leave

- SABBL - Sabbatical Leave
  - n/a - Reason code not required  
*Form Required: NOVO12*

### Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - Anticipated Sick Leave - Statutory
  - n/a - Reason code not required
- SANTC - Anticipated Sick Leave of future entitlement-MOE
  - n/a - Reason code not required  
*Form Required: NOVO12*
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
- DISSK - Disregarded Sick Leave Secretary for Ed approved
  - n/a - Reason code not required  
*Form Required: NOVO12*
- SLWOP - SL Without Pay
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

### Study Leave

- STUDY - Study Leave
  - n/a - Reason code not required  
*Form Required: NOVO12*
- STWOP - Study Lv Without Pay
  - n/a - Reason code not required  
*Form Required: NOVO12*

### Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

### Union Leave

- UNION - Union Leave
  - n/a - Reason code not required
- UNWOP - Union Leave Without Pay



- n/a - Reason code not required

### **Domestic Violence Leave**

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

# Kaiarahi i te Reo, Therapists', ATSSD, Special Education Assistants' Collective Agreement

## ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
  - n/a - Reason code not required
  - Form Required: NOVO12
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12

## Annual Leave

- AL - Annual Leave - 52 week non-teacher
  - n/a - Reason code not required
- ALTTO - Annual Leave - Term Time Only Employee
  - n/a - Reason code not required
  - Form Required: NOVO12

## Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

## Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

## Discretionary Leave

- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
  - STUDY - Training/ Study
  - COV19 - COVID-19 related leave

## In Lieu of a Public Holiday

- ILPUB - In Lieu of a Public Holiday
  - n/a - Reason code not required

## Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

## Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - COV19 - COVID-19 related leave
  - SPCWO - Discretionary LWOP

## Long Service Leave

- LSL - Long Service Leave
  - n/a - Reason code not required

## Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

## Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

## Professional Development

- PRFDV - Prof Development
  - n/a - Reason code not required

## Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - SL Anticipated
  - n/a - Reason code not required
- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

## Special Leave

- SPECL - Special Leave
  - EMERG - Emerg'cy Situation  
*Form Required: NOVO12*
  - OSTOU - Overseas Tour  
*Form Required: NOVO12*
  - OUTBD - Outward Bound  
*Form Required: NOVO12*
  - RELIG - Religious Observances  
*Form Required: NOVO12*
  - ROTEX - Rotary Group Exchange  
*Form Required: NOVO12*
  - SRESC - Search & Rescue  
*Form Required: NOVO12*
  - TRVL - Travel Time Lv Purposes  
*Form Required: NOVO12*

## Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

## Time off in Lieu

- TOIL - Time off in Lieu
  - n/a - Reason code not required

## Union Leave

- UNION - Union Leave
  - n/a - Reason code not required
- UNWOP - Union Leave Without Pay
  - n/a - Reason code not required

## Domestic Violence Leave

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

# Primary Principals' Collective Agreement

## ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

## Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

## Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

## Discretionary Leave

- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
  - COV19 - COVID-19 related leave

## Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - EMERG - Emerg'cy Situation
  - SPCWO - Discretionary LWOP
  - COV19 - COVID-19 related leave

## Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

## Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

## Professional Development

- PRFDV - Prof Development
  - n/a - Reason code not required

## Refreshment Leave Without Pay

- REFWO - Refreshm't Lv Without Pay
  - n/a - Reason code not required

## Sabbatical Leave

- SABBL - Sabbatical Leave
  - n/a - Reason code not required
  - Form Required: NOVO12*

## Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
- SANTC - Anticipated Sick Leave of future entitlement-MOE
  - n/a - Reason code not required
  - Form Required: NOVO12*
- SANTS - Anticipated Sick Leave - Statutory
  - n/a - Reason code not required
- DISSK - Disregarded Sick Leave Secretary for Ed approved
  - n/a - Reason code not required
  - Form Required: NOVO12*
- SLWOP - SL Without Pay
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

### Study Leave

- STUDY - Study Leave
  - n/a - Reason code not required
  - Form Required: NOVO12*
- STWOP - Study Lv Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
  - Form Required: NOVO12*
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Domestic Violence Leave

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

## Primary Teachers' Collective Agreement

### ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

### Discretionary Leave

- DISCR - Discretionary Leave
  - COURT - Court Proceedings
  - CULT - Cultural Leave
  - HUIBI - Hui Lv Bilingual Classes
  - IMPOC - Family Reasons Import family & Other Occass
  - MISCL - Miscellaneous Lv
  - SERIL - Family Reasons Serious Illness
  - SLAUT - Meeting Stat/Local Authorities
  - SPORT - Sport Leave
  - COV19 - COVID-19 related leave

### Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

### Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - EMERG - Emerg'cy Situation
  - OSTOU - Overseas Tour
  - OUTBD - Outward Bound
  - RELIG - Religious Observances
  - ROTEX - Rotary Group Exchange
  - SPCWO - Discretionary LWOP
  - SRESC - Search & Rescue
  - COV19 - COVID-19 related leave

### Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

### Military Leave

- MILLE - Military Leave
  - n/a - Reason code not required
  - Form Required: NOVO12*
- MILWO - Military Training Leave Without Pay
  - n/a - Reason code not required

### Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### Professional Development

- PRFDV - Prof Development
  - n/a - Reason code not required

### Refreshment Leave Without Pay

- REFWO - Refreshm't Lv Without Pay
  - n/a - Reason code not required

### Sabbatical Leave

- SABBL - Sabbatical Leave
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - Anticipated Sick Leave - Statutory
  - n/a - Reason code not required
- SANTC - Anticipated Sick Leave of future entitlement-MOE
  - n/a - Reason code not required
  - Form Required: NOVO12*
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
- DISSK - Disregarded Sick Leave Secretary for Ed approved
  - n/a - Reason code not required
  - Form Required: NOVO12*
- SLWOP - SL Without Pay
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

### Study Leave

- STUDY - Study Leave
  - n/a - Reason code not required
  - Form Required: NOVO12*
- STWOP - Study Lv Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

### Union Leave

- UNION - Union Leave
  - n/a - Reason code not required
- UNWOP - Union Leave Without Pay
  - n/a - Reason code not required

### Domestic Violence Leave

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

# School Caretakers' and Cleaners' (including Canteen Workers) Collective Agreement

## ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - *Form Required: NOVO12*

## Annual Leave

- AL - Annual Leave - 52 week non-teacher
  - n/a - Reason code not required
- ALTTO - Annual Leave - Term Time Only Employee
  - n/a - Reason code not required
  - *Form Required: NOVO12*

## Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

## Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

## Discretionary Leave

- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
  - COV19 - COVID-19 related leave

## In Lieu of a Public Holiday

- ILPUB - In Lieu of a Public Holiday
  - n/a - Reason code not required

## Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

## Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - COV19 - COVID-19 related leave
  - SPCWO - Discretionary LWOP

## Long Service Leave

- LSL - Long Service Leave
  - n/a - Reason code not required

## Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

## Parental Leave Without Pay



- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### **Sick Leave**

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - SL Anticipated
  - n/a - Reason code not required
- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- DISSK - Disregarded Sick Leave Secretary for Ed approved
  - n/a - Reason code not required

### **Suspension**

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

### **Time off in Lieu**

- TOIL - Time off in Lieu
  - n/a - Reason code not required

### **Domestic Violence Leave**

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

## Secondary and Area School Groundstaff Collective Agreement

### ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - *Form Required: NOVO12*

### Annual Leave

- AL - Annual Leave - 52 week non-teacher
  - n/a - Reason code not required
- ALTTO - Annual Leave - Term Time Only Employee
  - n/a - Reason code not required
  - *Form Required: NOVO12*

### Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

### Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

### Discretionary Leave

- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
  - COV19 - COVID-19 related leave

### In Lieu of a Public Holiday

- ILPUB - In Lieu of a Public Holiday
  - n/a - Reason code not required

### Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

### Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - COV19 - COVID-19 related leave
  - SPCWO - Discretionary LWOP

### Long Service Leave

- LSL - Long Service Leave
  - n/a - Reason code not required

### Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

### Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - SL Anticipated
  - n/a - Reason code not required
- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

### Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

### Time off in Lieu

- TOIL - Time off in Lieu
  - n/a - Reason code not required

### Union Leave

- UNION - Union Leave
  - n/a - Reason code not required
- UNWOP - Union Leave Without Pay
  - n/a - Reason code not required

### Domestic Violence Leave

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

## Secondary Principals' Collective Agreement

### ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

### Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

### Discretionary Leave

- DISCR - Discretionary Leave
  - COURT - Court Proceedings
  - CULT - Cultural Leave
  - IMPOC - Family Reasons Import family & Other Occass
  - MISCL - Miscellaneous Lv
  - SERIL - Family Reasons Serious Illness
  - SLAUT - Meeting Stat/Local Authorities
  - SPORT - Sport Leave
  - STUDY - Training/ Study
  - COV19 - COVID-19 related leave

### Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - EMERG - Emerg'cy Situation
  - OSTOU - Overseas Tour
  - OUTBD - Outward Bound
  - RELIG - Religious Observances
  - ROTEX - Rotary Group Exchange
  - SPCWO - Discretionary LWOP
  - SRESC - Search & Rescue
  - COV19 - COVID-19 related leave

### Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

### Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### Refreshment Leave Without Pay

- REFWO - Refreshm't Lv Without Pay
  - n/a - Reason code not required

## Sabbatical Leave

- SABBL - Sabbatical Leave
  - n/a - Reason code not required*Form Required: NOVO12*

## Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTs - Anticipated Sick Leave - Statutory
  - n/a - Reason code not required
- SANTC - Anticipated Sick Leave of future entitlement-MOE
  - n/a - Reason code not required*Form Required: NOVO12*
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
- DISSK - Disregarded Sick Leave Secretary for Ed approved
  - n/a - Reason code not required*Form Required: NOVO12*
- SLWOP - SL Without Pay
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

## Special Leave

- SPECL - Special Leave
    - EMERG - Emerg'cy Situation*Form Required: NOVO12*
  - OSTOU - Overseas Tour
  - OUTBD - Outward Bound
  - RELIG - Religious Observances
  - ROTEX - Rotary Group Exchange
  - SRESC - Search & Rescue
  - TRVL - Travel Time Lv Purposes
- Form Required: NOVO12*

## Study Leave

- STUDY - Study Leave
  - n/a - Reason code not required*Form Required: NOVO12*
- STWOP - Study Lv Without Pay
  - n/a - Reason code not required*Form Required: NOVO12*

## Suspension

- SUSPN - Suspension
  - n/a - Reason code not required*Form Required: NOVO12*
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required*Form Required: NOVO12*

## Domestic Violence Leave

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

## Secondary Teachers' Collective Agreement

### ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

### Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

### Discretionary Leave

- DISCR - Discretionary Leave
  - COURT - Court Proceedings
  - CULT - Cultural Leave
  - IMPOC - Family Reasons Import family & Other Occass
  - MISCL - Miscellaneous Lv
  - SERIL - Family Reasons Serious Illness
  - SLAUT - Meeting Stat/Local Authorities
  - SPORT - Sport Leave
  - STUDY - Training/ Study
  - COV19 - COVID-19 related leave

### Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

### Leave Without Pay

- LWOP - Leave Without Pay
  - EMERG - Emerg'cy Situation
  - ELCWO - Candidates in General Elections
  - OSTOU - Overseas Tour
  - OUTBD - Outward Bound
  - RELIG - Religious Observances
  - ROTEX - Rotary Group Exchange
  - SPCWO - Discretionary LWOP
  - SRESC - Search & Rescue
  - COV19 - COVID-19 related leave

### Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

### Military Leave

- MILLE - Military Leave
  - n/a - Reason code not required
  - Form Required: NOVO12*

- MILWO - Military Training Leave Without Pay
  - n/a - Reason code not required

### Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### Professional Development

- PRFDV - Prof Development
  - n/a - Reason code not required

### Refreshment Leave Without Pay

- REFWO - Refreshm't Lv Without Pay
  - n/a - Reason code not required

### Sabbatical Leave

- SABBL - Sabbatical Leave
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - Anticipated Sick Leave - Statutory
  - n/a - Reason code not required
- SANTC - Anticipated Sick Leave of future entitlement-MOE
  - n/a - Reason code not required
  - Form Required: NOVO12*
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
- DISSK - Disregarded Sick Leave Secretary for Ed approved
  - n/a - Reason code not required
  - Form Required: NOVO12*
- SLWOP - SL Without Pay
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

### Study Leave

- STUDY - Study Leave
  - n/a - Reason code not required
  - Form Required: NOVO12*
- STWOP - Study Lv Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

### Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

### Union Leave

- UNION - Union Leave
  - n/a - Reason code not required
- UNWOP - Union Leave Without Pay
  - n/a - Reason code not required

## Domestic Violence Leave

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required



# Special Residential Schools' Collective Agreement

## ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
  - n/a - Reason code not required
  - Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12*

## Annual Leave

- AL - Annual Leave - 52 week non-teacher
  - n/a - Reason code not required
- ALTTO - Annual Leave - Term Time Only Employee
  - n/a - Reason code not required
  - Form Required: NOVO12*

## Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

## Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

## Discretionary Leave

- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
  - STUDY - Training/ Study
  - COV19 - COVID-19 related leave

## In Lieu of a Public Holiday

- ILPUB - In Lieu of a Public Holiday
  - n/a - Reason code not required

## Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

## Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - EMERG - Emerg'cy Situation
  - OSTOU - Overseas Tour
  - OUTBD - Outward Bound
  - SPCWO - Discretionary LWOP
  - COV19 - COVID-19 related leave

## Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

## Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### Plan/Prep/Prof Development Leave Residential

- PRFVD - Plan/Prep/Prof Development Leave Residential
  - n/a - Reason code not required

### Recreation Leave

- RECLE - Recreation Leave
  - n/a - Reason code not required

### Shift Leave Residential Employee

- SHIFT - Shift Leave Residential Employee
  - n/a - Reason code not required

### Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - SL Anticipated
  - n/a - Reason code not required
- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

### Special Leave

- SPECL - Special Leave
  - EMERG - Emerg'cy Situation  
*Form Required: NOVO12*
  - OSTOU - Overseas Tour  
*Form Required: NOVO12*
  - OUTBD - Outward Bound  
*Form Required: NOVO12*
  - RELIG - Religious Observances  
*Form Required: NOVO12*
  - ROTEX - Rotary Group Exchange  
*Form Required: NOVO12*
  - SRESC - Search & Rescue  
*Form Required: NOVO12*
  - TRVL - Travel Time Lv Purposes  
*Form Required: NOVO12*

### Study Leave

- STUDY - Study Leave
  - n/a - Reason code not required  
*Form Required: NOVO12*
- STWOP - Study Lv Without Pay
  - n/a - Reason code not required  
*Form Required: NOVO12*

### Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

### **Time off in Lieu**

- TOIL - Time off in Lieu
  - n/a - Reason code not required

### **Union Leave**

- UNION - Union Leave
  - n/a - Reason code not required
- UNWOP - Union Leave Without Pay
  - n/a - Reason code not required

### **Domestic Violence Leave**

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

## Support Staff in Schools Collective Agreement

### ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
  - n/a - Reason code not required
  - *Form Required: NOVO12*
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - *Form Required: NOVO12*

### Annual Leave

- AL - Annual Leave - 52 week non-teacher
  - n/a - Reason code not required
- ALTTO - Annual Leave - Term Time Only Employee
  - n/a - Reason code not required
  - *Form Required: NOVO12*

### Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

### Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

### Discretionary Leave

- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
  - COV19 - COVID-19 related leave

### In Lieu of a Public Holiday

- ILPUB - In Lieu of a Public Holiday
  - n/a - Reason code not required

### Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

### Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - SPCWO - Discretionary LWOP
  - COV19 - COVID-19 related leave

### Long Service Leave

- LSL - Long Service Leave
  - n/a - Reason code not required

### Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

### Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

### Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - SL Anticipated
  - n/a - Reason code not required
- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

### Special Leave

- SPECL - Special Leave
  - EMERG - Emerg'cy Situation  
*Form Required: NOVO12*
  - OSTOU - Overseas Tour  
*Form Required: NOVO12*
  - OUTBD - Outward Bound  
*Form Required: NOVO12*
  - RELIG - Religious Observances  
*Form Required: NOVO12*
  - ROTEX - Rotary Group Exchange  
*Form Required: NOVO12*
  - SRESC - Search & Rescue  
*Form Required: NOVO12*
  - TRVL - Travel Time Lv Purposes  
*Form Required: NOVO12*

### Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

### Time off in Lieu

- TOIL - Time off in Lieu
  - n/a - Reason code not required

### Union Leave

- UNION - Union Leave
  - n/a - Reason code not required
- UNWOP - Union Leave Without Pay
  - n/a - Reason code not required

### Domestic Violence Leave

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required

# Te Aho o Te Kura Pounamu Specialist and Support Staff Collective Agreement

## ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
  - n/a - Reason code not required
  - Form Required: NOVO12
- ACNW2 - ACC Non-Work Related - Week 2+
  - n/a - Reason code not required
  - Form Required: NOVO12
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
  - n/a - Reason code not required
  - Form Required: NOVO12
- ACCWO - ACC Without Pay
  - n/a - Reason code not required
  - Form Required: NOVO12

## Annual Leave

- AL - Annual Leave - 52 week non-teacher
  - n/a - Reason code not required
- ALTTO - Annual Leave - Term Time Only Employee
  - n/a - Reason code not required
  - Form Required: NOVO12

## Attend Birth of Child

- PARBI - Attend Birth of Child
  - n/a - Reason code not required

## Bereavement Leave

- BREVL - Bereavement/Tangihanga Leave
  - n/a - Reason code not required
- BRVWO - Bereavement /Tangihanga Leave Without Pay
  - n/a - Reason code not required

## Discretionary Leave

- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
  - STUDY - Training/ Study
  - COV19 - COVID-19 related leave

## In Lieu of a Public Holiday

- ILPUB - In Lieu of a Public Holiday
  - n/a - Reason code not required

## Jury Leave

- JURYL - Jury Leave
  - n/a - Reason code not required

## Leave Without Pay

- LWOP - Leave Without Pay
  - ELCWO - Candidates in General Elections
  - EMERG - Emerg'cy Situation
  - SPCWO - Discretionary LWOP
  - COV19 - COVID-19 related leave

## Long Service Leave

- LSL - Long Service Leave
  - n/a - Reason code not required

## Maternity Leave Without Pay

- MLWOP - Maternity Leave Without Pay
  - n/a - Reason code not required

## Parental Leave Without Pay

- PARWO - Parental Lv Without Pay
  - n/a - Reason code not required

## Professional Development

- PRFDV - Prof Development
  - n/a - Reason code not required

## Sick Leave

- SL - Sick Leave
  - SICK - Sick Leave
  - DOMDE - Domestic/Dependant/ Family Leave
  - REDUC - Reduced Hours due to Sick Leave (0.8 day or less)
- SANTS - SL Anticipated
  - n/a - Reason code not required
- DISCR - Discretionary Leave
  - MISCL - Miscellaneous Lv
- SLWOP - SL Without Pay
  - NASL - No Anticipated Sick Leave Requested
  - Leave blank - Leave blank if any other reason
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave
- SL - COVID-19 Related Leave
  - COV19 - COVID-19 Related Leave
  - COVDO - COVID-19 Domestic Related Leave

## Special Leave

- SPECL - Special Leave
  - EMERG - Emerg'cy Situation  
*Form Required: NOVO12*
  - OSTOU - Overseas Tour  
*Form Required: NOVO12*
  - OUTBD - Outward Bound  
*Form Required: NOVO12*
  - RELIG - Religious Observances  
*Form Required: NOVO12*
  - ROTEX - Rotary Group Exchange  
*Form Required: NOVO12*
  - SRESC - Search & Rescue  
*Form Required: NOVO12*
  - TRVL - Travel Time Lv Purposes  
*Form Required: NOVO12*

## Suspension

- SUSPN - Suspension
  - n/a - Reason code not required
- SUSWO - Suspension Unpaid
  - n/a - Reason code not required

## Time off in Lieu

- TOIL - Time off in Lieu
  - n/a - Reason code not required

## Union Leave

- UNION - Union Leave
  - n/a - Reason code not required
- UNWOP - Union Leave Without Pay
  - n/a - Reason code not required

## Domestic Violence Leave

- DVVL - Domestic Violence Leave
  - n/a - Reason code not required