

Novopay Leave Codes

Contents

Area School Principals' Collective Agreement	5
ACC Leave	5
Attend Birth of Child	5
Bereavement Leave	5
Discretionary Leave	5
Jury Leave	5
Leave Without Pay	5
Maternity Leave Without Pay	5
Military Leave	5
Parental Leave Without Pay	6
Professional Development	6
Refreshment Leave Without Pay	6
Sabbatical Leave	6
Sick Leave	6
Study Leave	6
Suspension	6
Union Leave	6
Area School Teachers' Collective Agreement	7
ACC Leave	7
Attend Birth of Child	7
Bereavement Leave	7
Discretionary Leave	7
Jury Leave	7
Leave Without Pay	7
Maternity Leave Without Pay	7
Military Leave	7
Parental Leave Without Pay	8
Prof Development	8
Refreshment Leave Without Pay	8
Sabbatical Leave	8
Sick Leave	8
Study Leave	8
Suspension	8
Union Leave	8
Kaiarahi i te Reo, Therapists', ATSSD, Special Education Assistants' Collective Agreement	9
ACC Leave	9
Annual Leave	9
Attend Birth of Child	9
Bereavement Leave	9
Discretionary Leave	9
In Lieu of a Public Holiday	9
Jury Leave	9
Leave Without Pay	9
Long Service Leave	9
Maternity Leave Without Pay	9
Parental Leave Without Pay	9
Professional Development	10
Sick Leave	10
Special Leave	10
Suspension	10
Time off in Lieu	10

Union Leave	10
Primary Principals' Collective Agreement	11
ACC Leave	11
Attend Birth of Child	11
Bereavement Leave	11
Discretionary Leave	11
Leave Without Pay	11
Maternity Leave Without Pay	11
Parental Leave Without Pay	11
Professional Development	11
Refreshment Leave Without Pay	11
Sabbatical Leave	11
Sick Leave	11
Study Leave	12
Suspension	12
Primary Teachers' Collective Agreement	13
ACC Leave	13
Bereavement Leave	13
Discretionary Leave	13
Jury Leave	13
Leave Without Pay	13
Maternity Leave Without Pay	13
Military Leave	13
Parental Leave Without Pay	13
Professional Development	14
Refreshment Leave Without Pay	14
Sabbatical Leave	14
Sick Leave	14
Study Leave	14
Suspension	14
Union Leave	14
School Caretakers' and Cleaners' (including Canteen Workers) Collective Agreement	15
ACC Leave	15
Annual Leave	15
Attend Birth of Child	15
Bereavement Leave	15
Discretionary Leave	15
In Lieu of a Public Holiday	15
Jury Leave	15
Leave Without Pay	15
Long Service Leave	15
Maternity Leave Without Pay	15
Parental Leave Without Pay	15
Sick Leave	16
Suspension	16
Time off in Lieu	16
Secondary and Area School Groundstaff Collective Agreement	17
ACC Leave	17
Annual Leave	17
Attend Birth of Child	17
Bereavement Leave	17
Discretionary Leave	17
In Lieu of a Public Holiday	17
Jury Leave	17
Leave Without Pay	17
Long Service Leave	17
Maternity Leave Without Pay	17
Parental Leave Without Pay	17
Sick Leave	18
Suspension	18
Time off in Lieu	18
Union Leave	18
Secondary Principals' Collective Agreement	19
ACC Leave	19



Attend Birth of Child	19
Bereavement Leave	19
Discretionary Leave	19
Leave Without Pay	19
Maternity Leave Without Pay	19
Parental Leave Without Pay	19
Refreshment Leave Without Pay	19
Sabbatical Leave	19
Sick Leave	20
Special Leave	20
Study Leave	20
Suspension	20
Secondary Teachers' Collective Agreement	21
ACC Leave	21
Attend Birth of Child	21
Bereavement Leave	21
Discretionary Leave	21
Jury Leave	21
Leave Without Pay	21
Maternity Leave Without Pay	21
Military Leave	21
Parental Leave Without Pay	22
Professional Development	22
Refreshment Leave Without Pay	22
Sabbatical Leave	22
Sick Leave	22
Study Leave	22
Suspension	22
Union Leave	22
Special Residential Schools' Collective Agreement	23
ACC Leave	23
Annual Leave	23
Attend Birth of Child	23
Bereavement Leave	23
Discretionary Leave	23
In Lieu of a Public Holiday	23
Jury Leave	23
Leave Without Pay	23
Maternity Leave Without Pay	23
Parental Leave Without Pay	23
Plan/Prep/Prof Development Leave Residential	24
Recreation Leave	24
Shift Leave Residential Employee	24
Sick Leave	24
Special Leave	24
Study Leave	24
Suspension	24
Time off in Lieu	24
Union Leave	24
Support Staff in Schools Collective Agreement	26
ACC Leave	26
Annual Leave	26
Attend Birth of Child	26
Bereavement Leave	26
Discretionary Leave	26
In Lieu of a Public Holiday	26
Jury Leave	26
Leave Without Pay	26
Long Service Leave	26
Maternity Leave Without Pay	26
Parental Leave Without Pay	26
Sick Leave	27
Special Leave	27
Suspension	27

Time off in Lieu	27
Union Leave	27
Te Aho o Te Kura Pounamu Specialist and Support Staff Collective Agreement	28
ACC Leave	28
Annual Leave	28
Attend Birth of Child	28
Bereavement Leave	28
Discretionary Leave	28
In Lieu of a Public Holiday	28
Jury Leave	28
Leave Without Pay	28
Long Service Leave	28
Maternity Leave Without Pay	28
Parental Leave Without Pay	28
Professional Development	29
Sick Leave	29
Special Leave	29
Suspension	29
Time off in Lieu	29
Union Leave	29



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

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

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

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

Union Leave

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

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

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*

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

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

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

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

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

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

Leave Without Pay

- LWOP - Leave Without Pay
 - ELCWO - Candidates in General Elections
 - EMERG - Emerg'cy Situation
 - SPCWO - Discretionary LWOP

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*

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*

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

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

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*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- PPPD - 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

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



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

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

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

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

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

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

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

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