



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
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
 - n/a - Reason code not required
 - Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12*

- 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: EP12*

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
 - Form Required: EP12*
- SANTC - Anticipated Sick Leave of future entitlement-MOE
 - n/a - Reason code not required
 - Form Required: EP12*
- 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: EP12*
- 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: EP12
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
 - n/a - Reason code not required
 - Form Required: EP12
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12

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: EP12
- 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: EP12

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
Form Required: EP12
- SANTC - Anticipated Sick Leave of future entitlement-MOE
 - n/a - Reason code not required
Form Required: EP12
- 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: EP12
- 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: EP12
- STWOP - Study Lv Without Pay
 - n/a - Reason code not required
Form Required: EP12

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: EP12*
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12*
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
 - n/a - Reason code not required
 - Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12*

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

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
 - Form Required: EP12*
- 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: EP12*
 - OSTOU - Overseas Tour
 - Form Required: EP12*
 - OUTBD - Outward Bound
 - Form Required: EP12*
 - RELIG - Religious Observances
 - Form Required: EP12*
 - ROTEX - Rotary Group Exchange
 - Form Required: EP12*
 - SRESC - Search & Rescue
 - Form Required: EP12*
 - TRVL - Travel Time Lv Purposes
 - Form Required: EP12*

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: EP12*
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - *Form Required: EP12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
 - n/a - Reason code not required
 - *Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - *Form Required: EP12*

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: EP12*

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: EP12*
- SANTS - Anticipated Sick Leave - Statutory
 - n/a - Reason code not required
 - Form Required: EP12*
- DISSK - Disregarded Sick Leave Secretary for Ed approved
 - n/a - Reason code not required
 - Form Required: EP12*
- 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: EP12*
- STWOP - Study Lv Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

Suspension

- SUSPN - Suspension
 - n/a - Reason code not required
 - Form Required: EP12*
- SUSWO - Suspension Unpaid
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12*
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
 - n/a - Reason code not required
 - Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12*
- 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: EP12*

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
 - Form Required: EP12*
- SANTC - Anticipated Sick Leave of future entitlement-MOE
 - n/a - Reason code not required
 - Form Required: EP12*
- 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: EP12*
- 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: EP12*
- STWOP - Study Lv Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
 - n/a - Reason code not required
 - Form Required: EP12
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12

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: EP12

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

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
Form Required: EP12
- 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: EP12*
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12*
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
 - n/a - Reason code not required
 - Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12*

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

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
Form Required: EP12
- 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 and Area School Groundstaff Individual Employment Agreement

ACC Leave

- ACWK1 - ACC Work Related Paid - Week 1
 - n/a - Reason code not required
 - *Form Required: EP12*
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - *Form Required: EP12*
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
 - n/a - Reason code not required
 - *Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - *Form Required: EP12*

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: EP12*

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

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
Form Required: EP12
- DISCR - Discretionary Leave
 - MISCL - Miscellaneous Lv
- SLWOP - SL Without Pay
 - NASL - No Anticipated Sick Leave Requested
- DISSK - Disregarded Sick Leave Secretary for Ed approved
 - n/a - Reason code not required
Form Required: EP12
- SLWOP - SL Without Pay
 - 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: EP12*
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
 - n/a - Reason code not required
 - Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12

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
Form Required: EP12
- SANTC - Anticipated Sick Leave of future entitlement-MOE
 - n/a - Reason code not required
Form Required: EP12
- 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: EP12
- 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: EP12
 - OSTOU - Overseas Tour
Form Required: EP12
 - OUTBD - Outward Bound
Form Required: EP12
 - RELIG - Religious Observances
Form Required: EP12
 - ROTEX - Rotary Group Exchange
Form Required: EP12
 - SRESC - Search & Rescue
Form Required: EP12
 - TRVL - Travel Time Lv Purposes
Form Required: EP12

Study Leave

- STUDY - Study Leave
 - n/a - Reason code not required
Form Required: EP12
- STWOP - Study Lv Without Pay
 - n/a - Reason code not required
Form Required: EP12

Suspension

- SUSPN - Suspension
 - n/a - Reason code not required
Form Required: EP12
- SUSWO - Suspension Unpaid
 - n/a - Reason code not required
Form Required: EP12

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: EP12*
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12*
- ACWK2 - ACC Work Related Paid - Week 2+ teaching
 - n/a - Reason code not required
 - Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12*

- 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: EP12*

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
 - Form Required: EP12*
- SANTC - Anticipated Sick Leave of future entitlement-MOE
 - n/a - Reason code not required
 - Form Required: EP12*
- 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: EP12*
- 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: EP12*
- STWOP - Study Lv Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12*
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12*
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
 - n/a - Reason code not required
 - Form Required: EP12*
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12*

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

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
 - Form Required: EP12*
- 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: EP12*
 - OSTOU - Overseas Tour
 - Form Required: EP12*
 - OUTBD - Outward Bound
 - Form Required: EP12*
 - RELIG - Religious Observances
 - Form Required: EP12*
 - ROTEX - Rotary Group Exchange
 - Form Required: EP12*
 - SRESC - Search & Rescue
 - Form Required: EP12*
 - TRVL - Travel Time Lv Purposes
 - Form Required: EP12*

Study Leave

- STUDY - Study Leave
 - n/a - Reason code not required
 - Form Required: EP12*
- STWOP - Study Lv Without Pay
 - n/a - Reason code not required
 - Form Required: EP12*

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: EP12
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
 - n/a - Reason code not required
 - Form Required: EP12
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12

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: EP12

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

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
Form Required: EP12
- 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: EP12
 - OSTOU - Overseas Tour
Form Required: EP12
 - OUTBD - Outward Bound
Form Required: EP12
 - RELIG - Religious Observances
Form Required: EP12
 - ROTEX - Rotary Group Exchange
Form Required: EP12
 - SRESC - Search & Rescue
Form Required: EP12
 - TRVL - Travel Time Lv Purposes
Form Required: EP12

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: EP12
- ACNW2 - ACC Non-Work Related - Week 2+
 - n/a - Reason code not required
 - Form Required: EP12
- ACW2N - ACC Work Related Paid - Week 2+ Non teaching
 - n/a - Reason code not required
 - Form Required: EP12
- ACCWO - ACC Without Pay
 - n/a - Reason code not required
 - Form Required: EP12

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: EP12

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

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
 - Form Required: EP12*
- 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: EP12*
 - OSTOU - Overseas Tour
 - Form Required: EP12*
 - OUTBD - Outward Bound
 - Form Required: EP12*
 - RELIG - Religious Observances
 - Form Required: EP12*
 - ROTEX - Rotary Group Exchange
 - Form Required: EP12*
 - SRESC - Search & Rescue
 - Form Required: EP12*
 - TRVL - Travel Time Lv Purposes
 - Form Required: EP12*

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