



6/07/2023

Tyler Craig

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Tēnā koe Tyler

OIA: 1312447 - Disregarded Sick Leave

Thank you for your request of 10 June 2023 to the Ministry of Education for the following information:

- 1) What reports, information and confirmation are provided to schools when they submit a disregarded sick leave application for a teacher due to Covid?*
- 2) Are schools provided with confirmation that the application has been accepted? What form does this take? What do any templates look like that are provided to schools? What information is included?*
- 3) Are these reports, information and confirmation sent to schools for every application or are they sent in bulk?*

Your request has been considered under the Official Information Act 1982 (the Act).

In response to **part 1** of your request, when an application for disregarded sick leave is submitted, authorised users within the school can see the application and its status in the 'My Requests' tab in the Taku portal (the same system through which the application is made).

In response to **part 2** of your request, when an application for disregarded sick leave is approved, the school is sent an automated email. A sample copy of this email is provided as **Appendix A**.

In the event of an application being declined or only partially approved, a personalised email is sent to the school outlining the status of the application and any actions required.

In response to **part 3** of your request, each application is approved individually, and each approval generates a separate email to the school. Schools can access an overarching view of all requests made by accessing the 'My Requests' tab in the Taku portal. This page includes an option to download a 'printable view' of all requests submitted.



Thank you again for your email. Please note, we may publish this response on our website after five working days. Your name and contact details will be removed.

Ngā mihi

A handwritten signature in blue ink, appearing to read 'Anna Welanyk', with a stylized flourish at the end.

Anna Welanyk
Hautū | Deputy Secretary
Te Pou Ohumahi Mātauranga