

Tēnā koe [Sample Teacher]

Thank you for your application received 00/00/0000, 00:00 pm applying for disregarded sick leave on behalf of [Sample Teacher] for the dates they took paid sick leave, due to their infection with COVID-19.

As an employee under the Specialist Residential Schools Collective Agreement 2022-25, [Sample Teacher] is entitled to disregarded sick leave. This employment agreement provides for disregarded sick leave where they have contracted a notifiable disease that requires them to be away from [Sample School], for a period determined by a Medical Health Officer.

Although COVID-19 is not listed, it has been officially considered a notifiable disease since 30 January 2020.

You have confirmed [Sample Teacher] returned a positive COVID-19 test and was therefore required isolate between 29 May 2023 and 2 June 2023.

Based on this information, the Ministry of Education agrees that any sick leave recorded can be disregarded during the following dates:

- 29 May 2023 and 2 June 2023

We will instruct Education Payroll Limited to apply this change and subject to processing times, an updated sick leave balance should be seen in a subsequent pay run. Please note that due to high volumes of disregarded sick leave applications, it may take up to 4 pay periods for an updated sick leave balance to be displayed.

Nāku noa, nā

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