

2021 Study Award Coding Notice FAQ

Frequently
Asked
Questions

IMPORTANT

The teacher or principal on study or sabbatical leave continues to be paid as normal by the school.

Any relief costs resulting from study or sabbatical leave are to be charged to Teacher Study Awards. The teacher or principal on leave or permanent teacher salaries covering cannot be charged to Study Awards.

If you allocate the relief teacher(s) actual salary units for extra responsibilities these units will come out of your school's unit entitlement. Your unit entitlement is not increased because you have a teacher/principal on study or sabbatical leave. Units belonging to the teacher/principal on leave are not to be released back to the school for reallocation, as they continue to be paid these while on leave. You cannot charge units to Study Awards; if extra responsibilities are given to the relief teacher(s), these are to be charged as HDA dollar equivalent of the unit(s) to Study Awards.

Coding to Teach NZ

Does Teacher Study Awards pay the salary of the teacher or principal going on study or sabbatical leave?

No, the teacher or principal continues to receive their normal salary from the school. Teacher Study Awards covers the relief costs as a result of the teacher or principal going on leave, as per the relevant collective agreement.

How do I ensure costs are charged to TeachNZ?

When filling out the relief payroll forms you must include the funding code and the department code from page 1 of the coding notice specific to the teacher or principal on leave. A copy of the coding notice must be provided to the Novopay Service Centre when you submit the relevant forms.

What do the funding code and the department code refer to?

The funding code is either 11320 (for a Study Award recipient) or 11340 (for a Sabbatical Leave recipient). The five digit department code is unique to the teacher's or principal's leave and is specific to the award type and the year of the award.

The start and end dates on the coding notice are incorrect. What should I do?

The start and end dates were provided to TeachNZ by the teacher or principal taking leave. Leave dates are agreed between the teacher or principal on leave and the school.

If the dates shown are incorrect, please email teacher.studyawards@education.govt.nz with the correct dates, and we will send you an updated coding notice. Please note that Novopay will not accept coding notices amended by hand.

I sent through the payroll forms to have the relief teacher's salary charged to TeachNZ, but I can see on my SUE report that the charge is still coming from the Teacher Salaries funding code. How can I fix this?

To charge the salary of the relief teacher to the funding and department codes on the TeachNZ coding notice, you will need to fill out the Funding/Department Code Change Form NOVO21 and submit it to Novopay. Please do this as soon as you notice the error.

If the adjustment goes back further than the two most recent pay periods, you will also need to ask the Ministry of Education's Resourcing Division to action an adjustment. Use the Request for Banking Staffing Adjustment Form on our website at: www.education.govt.nz

Can I pay the awarded teachers the relief funding?

No, the relief charges are paid to the reliever(s) to cover the awarded teacher/principal whilst they are out of the school on study/sabbatical leave. When the awarded teacher/principal is in school, there will be no relief charges.

Can I charge a permanent teacher's salary at our school to the study award as they will be stepping into the awarded teachers position?

No, you cannot charge a permanent teacher's salary at your school to the teacher study awards code. This is because any teacher who is currently employed at the school is part of your entitlement so cannot be moved. You must engage a specific resource to cover the absence for either a sabbatical or study award which can be charged to the study award code. Teachers taking on additional duties due to the leave can be charged as HDA to the teacher study awards coding.

TeachNZ Funding of Relief Costs

What relief costs will TeachNZ fund?

TeachNZ funds relief costs for the maximum school weeks of leave awarded to the teacher or principal. Term breaks are not counted. For example, if a teacher has been granted 32 school weeks' leave, TeachNZ will fund relief costs for 32 school weeks, plus any holiday pay accrued (calculated by Novopay).

Relief costs may include multiple Higher Duties Allowances (HDA) as well as the salary of a relief teacher depending on the way the school has structured relief costs.

Can we reuse the department code for another teacher/principal?

No. The department code is unique to the person awarded in that year only. Please note: A teacher or principal can take leave in either half day or full day blocks. A day reliever cannot be paid for fewer than two hours.

We have a part-time teacher (0.8 FTTE) who has been awarded 24 school weeks' leave. How does this work for the school?

TeachNZ will fund relief costs for 0.8 FTTE for 24 school weeks (96 school days). As per the teacher's employment agreement the time is pro rata.

TeachNZ has awarded our teacher less than 40 weeks' leave but we have employed a relief teacher for the full school year. How does this work with payroll?

TeachNZ will only fund relief costs for the number of school weeks granted, plus any holiday pay the relief teacher is entitled to. Once TeachNZ has funded relief costs for the weeks granted you will need to fill out the Funding/Department Code Change Form NOVO21 and have the salary charge moved back to the Teacher Salaries or Bulk Grant funding code. It is the school's responsibility to ensure the codes are changed back once the teacher or principal has completed study or sabbatical leave. If TeachNZ is charged beyond the allocated award period, the school will be liable to repay any additional charges.

The school employed a relief teacher for a teacher who was on study leave last year, and will continue to be employed this year to cover another teacher who has been awarded study leave. Do we need to fill in any extra forms for payroll?

Yes. You need to fill out a **Funding/Department Code Change Form NOVO21** to get the salary of the relief teacher charged to the funding code and department code on the coding notice specific to the year and teacher on leave. Relief teachers must be charged to the correct and unique codes for the teacher they are covering.

Our teacher/principal is on leave and we have not put the charges through, or they are incorrect, what can we do?

You will need to complete the Novopay forms and submit them along with the Coding Notice. Novopay can only adjust back two pay periods, if longer you will need to complete a Banking Staffing Adjustment Form found on the Ministry of Education's website and send through to our Resourcing team to process.

Higher Duties Allowance

There is more than one teacher acting up at our school as a result of the teacher or principal going on leave. Can we charge the Higher Duties Allowance (HDA) for all these teachers to TeachNZ?

Yes. The school can charge the HDA for all teachers who are taking on additional responsibilities as a result of the teacher or principal taking leave. For example, if the principal goes on leave and the deputy principal acts as principal, a head of department acts as deputy principal and a teacher acts as head of department, the school can charge the HDA for all three teachers acting up – providing they meet the conditions in the relevant collective agreement.

Can more than one teacher be paid the Higher Duties Allowance (HDA) for acting in the position of the teacher on leave?

Yes. For example, if the deputy principal who holds six units is on leave, two assistant principals acting up could be paid the HDA to the equivalent dollar value of up to three units each, as long as the cost is no more than the deputy principal's position in total. An exception is noted later in this section about when a principal goes on leave.

What is the maximum number of units a teacher can receive the Higher Duties Allowance (HDA) for?

The HDA is the difference between the employees' existing salary and the rate for the position the teacher is acting up into. The maximum value of the HDA payable per teacher is the equivalent dollar value of three salary units unless the existing teacher is acting up into the principal's role.

For example, the deputy principal is going on study leave and holds three units. The assistant principal holds two units and will act into the deputy principal's position while they are on study leave. The assistant principal would then be able to receive the HDA to the value of one unit. The school may choose to have another teacher act into the position of the assistant principal, and the teacher can receive the HDA for the two units attached to the assistant principal's role.

Our principal is going on sabbatical leave. Can we have two teachers act up to share the role of acting principal?

No. Only one person can act as principal at any one time. However, the role could be split between two teachers, for example, if one teacher acted up for the first 5 weeks of leave and another teacher acted up for the last 5 weeks of leave. Please see clause 3.14 of the PTCA, 3.11 of the ASTCA and 4.15 and 4.16 of the STCA for the conditions around the allowance for acting as principal.

The teacher who is going on leave receives permanent or fixed-term units. Will they continue to receive the units while on leave?

Permanent units will continue to be paid while the teacher is on leave. Whether fixed term units are paid to the teacher on leave is at the discretion of the principal and board of trustees. If the school decides to allocate them to the teacher on leave you can pay the relief teacher the equivalent dollar value as a Higher Duties Allowance (HDA), charged to TeachNZ. This is the same process as for permanent units. Please be aware of the HDA conditions such as the maximum equivalent units that can be paid as part of this allowance.

Where can I find more information on the Higher Duties Allowance (HDA) conditions?

- » Primary Teachers' Collective Agreement (PTCA) – clauses 3.13 and 3.14
- » Area School Teachers' Collective Agreement (ASTCA) – clauses 3.11 and 3.12
- » Secondary Teachers' Collective Agreement (STCA) – clauses 4.15 and 4.16

Other Allowances

The teacher awarded leave currently receives the Māori Immersion Teacher Allowance (MITA). Do they continue to receive this while on leave, and will TeachNZ fund the MITA for the relief teacher?

The teacher on leave continues to receive the MITA as part of their normal salary payments. If the relief teacher is eligible for MITA you should submit the usual application form to the Ministry of Education. If approved, the allowance will be charged to the same funding code as the teacher's base salary.

The teacher who has been awarded leave is currently receiving the Specialist Classroom Teacher (SCT) allowance. Do they continue to receive this while on leave, and will TeachNZ fund the allowance for the relief teacher?

The teacher on leave continues to receive the SCT allowance.

If the relief teacher is eligible for the SCT allowance they can be paid the equivalent dollar value of the SCT as a Higher Duties Allowance (HDA), charged to TeachNZ. You will need to fill out the Higher Duties Allowance Form NOVO28t to have the HDA paid.

The teacher awarded leave currently receives a Middle Management Allowance (MMA). Do they continue to receive this while on leave, and will TeachNZ fund the allowance for the relief teacher?

The teacher on leave continues to receive the MMA. If the relief teacher is eligible for the MMA they can be paid the equivalent dollar value of the MMA as a Higher Duties Allowance (HDA), charged to TeachNZ. You will need to fill out the Higher Duties Allowance Form NOVO28t to have the HDA paid.

The teacher awarded leave currently receives the Advance Classroom Expertise Allowance (ACET). Do they continue to receive this on leave?

The teacher on leave continues to receive the ACET as part of their normal salary.

Our teacher is an RTLB how is this charged?

This is charged in the same way as a normal teacher to the Study Award or Sabbatical codes on the Coding Notice

For more information

Please contact TeachNZ by calling 0800 165 225 or emailing Teacher.StudyAwards@education.govt.nz. For the most up-to-date FAQs please refer to our website <https://www.teachnz.govt.nz/information-for-schools-and-principals/coding-and-relief-costs-when-a-teacher-or-principal-takes-study-or-sabbatical-leave/>

The answers on this sheet are correct at the time of printing (September 2020).