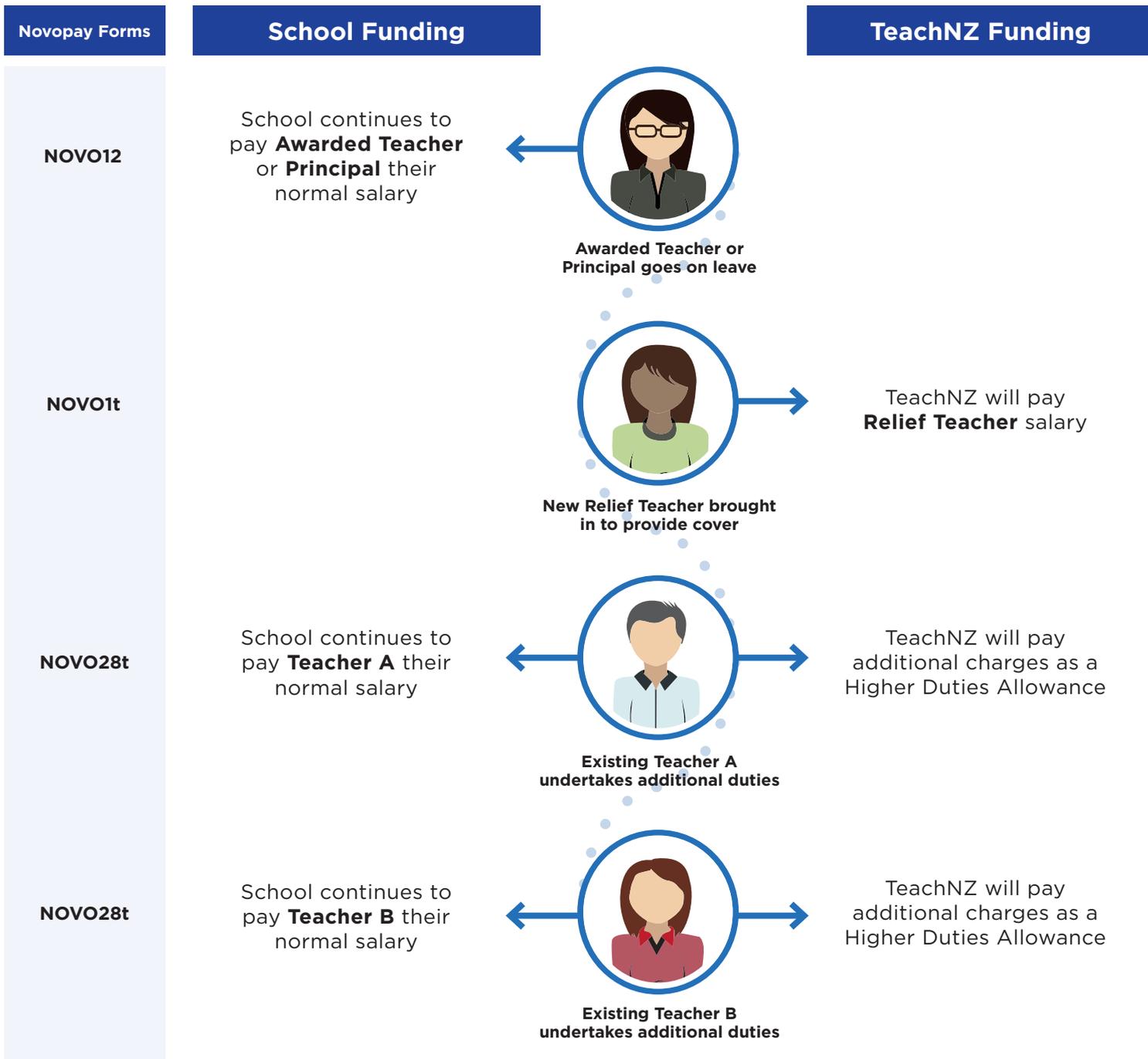


TeachNZ Study Awards and Sabbaticals

Possible options for how to charge when an awarded teacher or principal goes on leave



Key points to remember



The teacher or principal on study or sabbatical leave continues to be paid as normal by the school. You cannot subsequently charge their salary to TeachNZ. Only relief costs resulting from the study or sabbatical may be charged to TeachNZ.



More than one teacher can be paid Higher Duties Allowance (HDA) in relation to one award. HDA can be the dollar value of the salary difference between the current base salary of the teacher on study or sabbatical leave, and the base salary of the teacher stepping up. It can also be the dollar value of a unit.



If you allocate salary units to the relief teacher(s) for extra responsibilities, these come out of your school's unit entitlement. Your school's unit entitlement does not increase if you have a teacher on study or sabbatical leave. Units belonging to the teacher on leave continue to be paid to that teacher and are not released back to the school for reallocations.



Novopay forms
NOVO12 - for the awarded teacher or principal. Code LWP
NOVO1t - appointing a new relief teacher
NOVO28t - extra responsibilities for existing teachers.
NOVO20t - part-time existing teacher for additional hours