



Leave Policy

PURPOSE

- To ensure all staff have access to their leave entitlements.
- To ensure all staff understand these entitlements.
- To ensure leave is granted on a fair, reasonable and equitable basis.
- To develop a process to enable the School to make provision for the replacement of staff on extended leave.

POLICY

Definition

In determining whether leave may be granted, the Principal/Manager will need to ascertain the entitlement of the employee to the leave for which the employee has applied and consider the impact the granting of leave will have upon the operations of the school/work unit. An employee employed for a fixed term has no entitlement to any form of leave beyond the date employment would otherwise have ceased.

For each day that an employee is absent on approved leave, the hours of work for the purposes of debiting leave shall be taken as 7.6 hours (7 hours and 36 minutes). Where an alternative arrangement of days and hours is worked leave shall be debited on the basis of the actual hours to be worked on the day of the leave.

Unless special circumstances exist, an employee is required to report an absence to the Daily Organiser as early as practicable after the employee's normal commencement time. The employee should advise the cause of the absence and the expected date of return.

TYPES OF LEAVE:

Personal Leave:

Personal leave is available to an employee when he or she is absent due to illness or injury; or care for an immediate family or household member who is sick and requires the employee's support or who requires care due to an unexpected emergency. Staff are encouraged to make appointments outside of school hours where practicable.

Applicants are required to complete leave application on eduPay self service for all absences related to personal leave (sick and carers leave).

Medical certificates should be provided when medical practitioners have been consulted to preserve the applicant's entitlement to 5 days (or pro-rata of) without medical certificate.

Medical certificates are required for:

- all absences over 3 consecutive days
- More than 5 days (or pro-rata of) taken using a certificate in lieu from allied health worker such as a dentist, chiropractor etc.
- when the absence is immediately before or after a public holiday, long service leave, school vacation, on a stop work day or when required by the Principal for a particular absence.

Personal Leave Process

- Staff taking sick leave are to notify the school as early as practicable via the CRT phone 0488 671 847 either the day prior to the absence between the hours of 4pm and 10pm, or the day of the absence between 6am and 7am.
- If you are calling in an absence after 7am you MUST call both the CRT phone and the Principal on 0408 545 665.
- Staff are required to advise the Principal by phone or e-mail of any absences greater than one day.
- Staff are required to enter their leave on eduPay within three days of their return to work.
- Original copies of medical certificates are to be handed to the Business Manager and are placed on your personal file.
- Fit for Duty certificate is to be provided upon return following surgery or and period of extended leave (5 days or more).

Bereavement Leave:

Bereavement Leave for up to 3 days will be granted following the death of a direct family member or at the discretion of the Principal.

Requests should be made to the Principal via a meeting or e-mail. For applications on account of bereavement, a death/funeral notice should be provided with advice establishing the employee's relationship to the deceased.

Note: Additional leave without pay may also be considered appropriate (at the discretion of the Principal).

Additional leave with pay may be granted if a medical certificate is provided - this will be taken as sick leave.

* Please refer HRMS A- Z Topics <http://www.eduweb.vic.gov.au/hrweb/>

Absence for Parental Purposes:

The purpose of parental absence is to enable an employee to be absent from duty for a total of seven years following or in conjunction with the birth, adoption or otherwise becoming the legal parent of one or more children.

Note: As this leave is quite detailed, applicants are advised to refer to HR website at <http://www.eduweb.vic.gov.au/hrweb/> or discuss the situation with the Principal.

- Parental absences will be granted in accordance with details on HR website
- Extension to the allowable leave outlined on the DET HR website will only be granted in exceptional circumstances at the discretion of the Principal.
- It should also be noted that written notice of your intention to return to duty must be received prior to October 1 in the previous year to allow for planning.
- Applications for temporary resumption from Family Leave in any form shall be granted for periods of 12mths only and reconsidered annually at the discretion of the Principal and taking into account the educational and organisational needs of the school.

Maternity Leave:

An employee is entitled to maternity leave (which may be with or without pay) for a continuous period of 14 weeks commencing from the date the employee commenced the required absence period.

Applications should be made in writing to the Principal. A medical certificate setting out the expected date of confinement should be provided at the time of application.

Further information available at <https://www.education.vic.gov.au/hrweb>

Partner Leave:

An employee who submits satisfactory evidence that they have accepted responsibility for the care of a child (or children in respect of a multiple birth) will be granted partner leave with pay, at the rate the employee would have received but for the absence on partner leave, for up to 38 hours (five days in respect of a full time employee) in aggregate to care for the child (or children in respect of a multiple birth) and/or the mother of the child.

Satisfactory evidence includes:

- a medical certificate stating the expected birth date, or
- a medical certificate stating the actual birth date, or
- a certified photocopy of the extract of birth entry.

Leave must be taken within the period commencing one week before the expected date of birth or the date from which the employee accepts responsibility for the child, and six weeks after the actual date of birth or the date from which the employee accepts responsibility for the child.

Applications should be made in writing to the Principal. The Principal shall be satisfied the applicant has accepted responsibility for the care of a child.

Further information available at <https://www.education.vic.gov.au/hrweb>

Long Service Leave and Leave Without Pay:

Applications for Long Service Leave (LSL) and Leave Without Pay (LWOP) are to be requested ***in writing to the Principal with at least 2 terms notice***. The Daily Organiser and Business Manager are to be copied into Leave Request approvals so that records can be maintained accurately.

The organisational needs of the school will be taken into consideration when reviewing all applications for these types of leave.

Once approved, the employee must enter the LSL absence on eduPay.

Time In Lieu:

Time in Lieu does not apply to teaching staff.

If an Education Support staff member is required to attend a meeting/PD outside usual work hours they are entitled to Time in Lieu. However, they must have applied for Time in Lieu with their Exec Leader and Business Manager **PRIOR** to attending the meeting/PD.

Professional Development:

As staff replacement is a significant part of professional development, staff members who wish to attend professional development must have the activity approved by the Principal well in advance, irrespective of whether or not a replacement staff member is required.

Once approved, the Daily Organiser and Business Manager must be notified and dates recorded in the diary.

Sporting Competitions Leave:

Applications for Sporting Competitions leave may be granted leave with or without pay to participate as a competitor or accredited official in an approved sporting competition.

Leave will be granted at the discretion of the Principal and only where it causes no undue inconvenience to the school.

Each applicant must provide documentary evidence of selection, the period involved and the importance and status of the competition as an international, interstate or state event.

Leave For Other Purposes:

Please refer DET HR website for information related to the granting of various forms of special leave

Note 1. *Operational considerations may influence final determination*

Partial Absences:

Where a staff member needs to leave school earlier than their normal hours of duty they need to seek permission from the Principal and/or Executive Leader.

- Staff are required to complete an early leavers/late arrivals form (located on the wall in the staff room) and have it signed by a member of the Executive Team prior to leaving or upon entering the school.
- Staff must ensure that they sign in or sign out on Sentral.
- These partial absences must be entered on eduPay.

STAFF RESPONSIBILITY:

- Staff are required to advise the Executive Member in charge of Daily Organisation as soon as possible if they will be absent on the **day prior between the hours of 4pm and 10pm, or the day of between 6am and 7am.**
- Staff members are required to enter their Leave on eduPay **within three days** of returning from leave, and provide any documentation to the office.
- Staff are required to advise the Principal by phone or e-mail of any absences greater than one day.
- Applications for LSL or LWOP must be **in writing to the Principal with at least 2 terms notice.** The Daily Organisation Co-ordinator and Business Manager must be notified of the dates of successful applications.
- Professional Development leave must be approved by the Principal well in advance. The Daily Organisation Co-ordinator and Business Manager must be notified of successful applications.
- It is the responsibility of each staff member to check their leave balances using the 'Forecast Balance' function when entering leave in eduPay. Leave balances are shown in hours.
- If a staff member has insufficient leave for a planned or unplanned absence, they must see the Principal to discuss their situation.
- All leave must be entered onto eduPay.

FURTHER INFORMATION AND RESOURCES

<https://www.education.vic.gov.au/hrweb>

REVIEW CYCLE

PREPARED BY	FIONA BROWN
REVIEWED IN	FEBRUARY 2019
REVIEWED BY STAFF	FEBRUARY 2019
REVIEWED BY C.C	FEBRUARY 2019
REVIEWED & RATIFIED BY SCHOOL COUNCIL	FEBRUARY 2019
NEXT REVIEW DATE	DECEMBER 2021