MANAGEMENT

STAFF LEAVE POLICY

GENERAL STATEMENT
All staff members are entitled to various specified forms of leave. The types, conditions and length of entitlement are prescribed in the Employment Agreement relevant to each staff member.

RATIONALE
There is a need to ensure that
- staff members are aware of agreed processes and protocols to be observed to ensure that the needs and rights of both students and staff are appropriately addressed
- all staff members receive equitable opportunity to be granted leave entitlements at a time mutually suitable to the staff member and the school
- the granting of leave does not disadvantage the school’s curriculum, organisation or financial position

This policy addresses the need to provide direction and guidance for the staff and administration in the implementation of these processes.

BROAD GUIDELINES
The most common forms of Leave are

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<tr>
<th>Personal Leave</th>
<th>114 hours (15 days annually). Unused leave accumulates.</th>
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<tbody>
<tr>
<td>Personal leave may be accessed in the event an employee is absent:</td>
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<tr>
<td>- due to personal illness or injury; or</td>
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<td>- for the purposes of caring for an immediate family or household member who is sick or injured and requires the employee’s care or support or who requires care or support due to an unexpected emergency.</td>
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<td>Applications for personal leave must be supported by a required document.</td>
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<td>- A required document in respect of personal leave for injury or illness must state that the employee is unfit for duty for the period of leave</td>
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<tr>
<td>- A required document in respect of personal leave for carer’s purposes must state that the immediate family or household member requiring care or support is suffering from an illness which requires care or support by another or requires care or support due to an unexpected emergency</td>
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<td>Notwithstanding the previous section and unless otherwise approved by the Employer:</td>
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<tr>
<td>- up to five days (for a full time employee) personal leave in aggregate may be granted in any one year without production of a required document subject to any one continuous absence not exceeding three days;</td>
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<td>- notwithstanding the previous point, the Employer may require an application for personal leave to be supported by a required document where:</td>
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<td>(i) the absence occurs immediately before or after a school vacation period or a public holiday;</td>
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<tr>
<td>(ii) the Employer has occasion to doubt the authenticity of an illness or injury or the reason for absence</td>
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<tr>
<td>Where personal leave is granted without the production of a required document in circumstances not covered by this clause such leave will be without pay unless otherwise approved by the Employer.</td>
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<tr>
<th>Leave Without Pay</th>
<th>Approval must be gained by the Principal and the Leave Without Pay form is to be completed. This form is available from the Business Manager’s Office.</th>
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| Bereavement Leave | Leave on full pay of up to three days may be granted to an employee on the occasion of the death of a member of the employee’s immediate family or household. Applications for Bereavement Leave must be supported by a required document. |

Ratified by School Council: 08/09/14
Review Date: 08/09/2017
Long Service Leave

Approval must be gained by the Principal and the Long Service Leave form is to be completed. This form is available from the Business Manager’s Office.

Applications for Long Service Leave are to be submitted to the Principal in writing no later than two full terms prior to the requested commencement date.

Long Service Leave will not normally be granted for periods of less than one calendar week. Exceptions may be made where Long Service Leave is requested for the period following a Public Holiday (eg. four days following the Queen’s Birthday Monday holiday) but leave must be for the remaining working days in that week.

3 months after 10 years full time service. 1½ month) for each completed 5 years of service thereafter. Can take pro-rata after 7 years. Can be accessed on half pay. In conjunction with a LSL absence of 6 weeks or more, a portion of LSL entitlements can be commuted to pay.

- The Principal is responsible for the final decision regarding approval of leave.
- Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the Principal (eg: Bereavement Leave).
- Approval of an application for leave may be dependent upon the school’s ability to provide a suitable replacement staff member.
- Staff wishing to withdraw or change leave granted must notify the Principal, in writing, at least four weeks prior to the original commencement date. Changes to, or withdrawal of, the leave will not be granted should a replacement staff member have been employed.
- Each staff member is responsible for checking, through Edupay, his/her leave entitlement prior to application.

IMPLEMENTATION

- Applications for Long Service Leave and Leave Without Pay are to be on the appropriate form (available from the Business Manager’s Office) and need to specify the
  - exact commencement and returning dates
  - type of leave
  - method of payment (payment in advance, full pay or half pay)
- Staff taking a mixture of paid and unpaid leave should, where possible, utilise paid leave first.
- All leave approval is subject to the Principal granting this.
- In determining the granting of leave, the Principal will consider the
  - capacity to secure an appropriate replacement
  - extent to which services and programs will be affected
  - proposed purpose of the leave
  - applicant’s leave history
  - period and timing of the leave
  - number of staff applying for leave at a similar time
- The Principal will notify the applicant, in writing, of the results of the application as soon as practicable after the application.
- Should leave not be granted or offered at an alternative time the Principal will specify the reasons for the decision and invite the applicant to negotiate regarding the matter.
- Appeals are to be made through the school’s Grievance Procedures and the Merit and Equity Board may be approached.
- All Leave details will be entered on Edupay as appropriate.

REFERENCES

Victorian Government Schools Agreement 2013

Human Resources Teaching Services