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# LEAVE

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## PURPOSE

The school principal has the responsibility for managing all leave and leave requests, as well as ensuring the smooth and efficient operation of the school.

## AIMS

- To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the daily organisation and administration of the school.
- To ensure discretionary leave is granted on a fair, reasonable and equitable basis.

## IMPLEMENTATION

- Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the principal (eg: Bereavement Leave). Leave may be paid or unpaid.
- The principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school as well as budgetary issues.
- Each form of leave is granted or denied subject to a variety of legislative requirements and school based matters
- Information about leave entitlements can be obtained by staff through verbal requests to the principal or through the web address displayed at the bottom of this policy.
- Staff seeking planned leave must apply using the EduPay system, and seek approval by emailing and discussing the matter with the Principal as early as possible to assist with forward planning. Staff seeking approval for unplanned leave they have already taken (typically sick leave) are required to apply for the leave using the EduPay system on the day that they have returned to work and provide the HR officer with medical certificated etc on the same day.
- Staff members who do not comply with this requirement will generally have their leave entered as '*Sick Leave Without a Certificate*' which may result in the loss of a day's pay.
- All staff are reminded that sick leave is for the purpose of supporting the staff member during times of illness or to receive medical treatment etc – it is not designed to be used as a form of paid flexi-leave from the school to carry out domestic or recreational pursuits.
- Absence from school for reasons other than approved Departmental leave will result in leave being entered as '*Leave Without Pay*'.
- Staff taking unplanned leave (typically sick leave or carer's leave) are to notify the school as early as practicable or in person to the Assistant Principal, so as to maximise the chances of employing suitable replacement staff.
- Staff members should not consider periods of non-face to face teaching as periods of leave. Non-face to face teaching is an entitlement to carry out teaching and

administrative responsibilities without student supervision. It is not time that staff members should consider available to carry out personal business, unless previously approved by the Principal.

- Time in lieu refers to periods of time when staff may work outside their normal working hours in compensation for time during their normal working hours that were (or are to be) taken as leave. All time in lieu arrangements must be approved by the Principal prior to any implementation.
- Staff members who are attending professional development must have the activity approved by the Principal well in advance, irrespective of whether or not a replacement staff member is required.
- Applications for planned extended (greater than 2 weeks) Long Service Leave or Leave Without Pay or similar discretionary leave must be entered on the EduPay system and the matter discussed with the Principal at least 2 full terms in advance, or by the end of October of the previous year – whichever occurs later.
- Staff taking sick leave will notify the Assistant Principal as early as practicable.
- The Principal will make provision for replacement staff and higher duties where appropriate.
- In determining whether leave may be granted, the Principal will consider: -
  - Whether the leave is discretionary or an entitlement
  - Whether or not exceptional circumstances exist.
  - The impact the granting of the leave will have the operations of the school.
  - The financial impact of the leave and the school's budgetary situation.
  - The entitlement of the staff member to the leave for which they have applied.
  - The order of leave applications.
  - Availability of replacement staff.
  - Previous leave record.
- It is preferred that staff members seeking extended Long Service Leave not be appointed to teach a Preparatory class or year 6 during the year of leave.

#### **Evaluation:**

- This policy was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

**Reference:** [http://www.education.vic.gov.au/hrweb/employcond/Pages/default\\_leave.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx)

## **REVIEW CYCLE**

This policy was last updated on May 2019 and is scheduled for review in May 2021.

SIGNATURE



Debra Herrmann  
Principal



Becks Wapshott  
School Council President

