



LEAVE POLICY

RATIONALE

This policy statement describes guidelines for the Principal in awarding leave; *however discretion may be exercised in special cases.*

The Principal, as the Employer's representative, has ultimate administrative and operational responsibility for decisions at the school level.

PURPOSE OF THE POLICY

- 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.

GUIDELINES FOR ACTION

1. Leave may be an entitlement (e.g. Family Leave) or may be awarded at the discretion of the Principal (e.g. Long Service Leave).
2. Information about leave entitlements may be obtained by staff via eduPay or through the Principal or Business Manager.
3. Leave may be paid or unpaid.
4. The Principal is responsible for managing a wide range of leave matters whilst ensuring the smooth and efficient operation of the school.
5. Each form of leave is granted subject to a variety of legislative requirements.
6. In terms of all matters concerning leave, rules and regulations as per the School Policy and Advisory Guide
http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx
7. Staff seeking discretionary leave, including Leave Without Pay and Bereavement leave must apply in writing to the Principal. Bereavement leave must be supported by required documentation - a death/funeral notice should be provided with advice establishing the employee's relationship to the deceased.
<http://www.education.vic.gov.au/hrweb/employcond/Pages/bereaveTS.aspx>
8. Applications for Long Service Leave and Leave Without Pay must be discussed with the Principal and then entered on eduPay prior to at least two full terms in advance, for example; a leave request in Term 3 must be made before the end of Term 4 the previous year. Leave may not be granted if an appropriate replacement teacher is not available.

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Applications must specify

- the period of leave sought.
 - whether the leave is on half pay or full pay.
9. Staff taking sick leave will notify the Assistant Principal as early as practicable before the day of work.
 10. If the Assistant Principal is not notified of an absence prior to the day of work, it will be entered on edupay as Absent Without Approval on the morning of the absence.
 11. Certificates from approved practitioners include doctors, specialists, dentists, physio and chiropractors. Certificates from pharmacists are not acceptable. The certificate must include the wording 'unfit for duty' or 'unfit for work'. A certificate for attending a clinic will not be accepted for a whole day's absence. Carers' certificates must include the wording 'will be caring for.... Name of immediate relative' as per the EBA. Certificates must be the original and are to include correct name, the name and address of the practitioner and a signature from that clinic. The Principal has the right to verify the details on the certificate or not approve certificated leave if details are not included.
 12. In the event of staff absence not covered by a replacement teacher, the Assistant Principal will make provision for the adequate supervision of students.
 13. The Principal will make provision for higher duties where appropriate.
 14. In determining whether leave may be granted, the Principal will consider:
 - Whether leave is discretionary or mandatory.
 - The entitlement of the staff member to the leave for which they have applied.
 - The impact the granting of the leave will have on the operations of the school.
 - Order of leave applications.
 - Whether leave has been already granted in the same year.
 - Availability of suitable replacement staff.
 - Previous leave record.
 15. Special circumstances may arise from time to time which will necessitate the granting of Long Service Leave or Leave Without Pay at shorter notice. Going on holiday returning the day after a term commences or having a long weekend and is not a special circumstance.
 16. Separate requests for leave either side of a holiday period will not be granted.
 17. Timetables will not be rearranged to allow part timers to extend their holiday and leave will not be granted for a long weekend, e.g. Day before Cup Day, unless it is a special circumstance. This is at the discretion of the Principal.
 18. A teacher is able to be released from duty for the period required to attend an interview for an advertised position in a Victorian Government School. This period of time, per interview, is to be no more than 3 hours – an hour before the interview, an

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hour for the interview and an hour after the interview. Further time will need to be negotiated with the Principal and may be part of a teacher's personal leave. For staff attending interviews grades will be split. This may include grades who have specialists.

19. Staff who have an appointment and come late (after 8.50am) or leave school early must let the Principal or nominee know in advance, sign in/out at the office and complete a 'Part Day Absence' slip. The times on this slip must match the time that has been signed in/out at the office. This leave is required to be put on edupay for the time absent from school. Hours of work include lunchtime so if staff leave during lunch this must be included in the absence time. Meeting times on Mondays and Tuesdays (to 4.50pm) and hours to be worked on Wednesdays are to be included in the hours of work for part day absences, e.g. I leave at 1.50pm on a Tuesday so I must enter 3 hours on edupay as it is a meeting night (1.50pm to 4.50pm); I am absent from work on a Thursday from 8.50am until 11.20am so must enter 2.5 hours on edupay even if it is recess.
20. A reminder not to make appointments on Monday or Tuesday after school unless it is an emergency. It is important that all staff attend the meetings on these nights. If it is unavoidable a certificate will be required.
21. Staff must enter their leave on eduPay within three working days after returning to work. If a certificate is provided this is to be uploaded to edupay before giving the original to the Principal. If the leave is not completed on edupay it will be submitted as Personal Leave without a certificate or Unapproved Leave Without Pay which may result in loss of pay.
22. Staff who come late to school due to personal leave must let the Principal or nominee know. A Part day Absence Slip must be completed and you are required to sign in at the office. This leave must be entered on edupay.
23. If there is an emergency and you need to leave you must let the Principal or nominee know otherwise it will be an unapproved absence.
24. A certificate will be required if all paid personal leave has been exhausted if leave is to be approved.
25. Unapproved leave will be entered on the system as 'Unapproved leave without pay'.
26. The Leadership Team will be responsible for the implementation and continuous monitoring of the Policy.

Ratified by School Council: 14th June 2016

Ratified by School Council: 14th August 2018

Ratified by School Council: xx February 2021

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