



LEAVE POLICY

Rationale:

An essential part of the school's Workforce Planning Strategy is forward planning to accommodate the leave requirements of staff. This document is intended to offer all school staff, teaching and non-teaching, information and constructive advice on applying for and the granting of leave.

This Policy should be read in conjunction with the Ministerial Orders 199 (Teaching Service) or 200 (School Council employees) and HRWeb at:

<http://www.education.vic.gov.au/hrweb/employcond/Pages/tso.aspx>

- The Principal has the responsibility for managing all leave and leave requests, as well as ensuring the smooth and efficient operation of the school.
- Delegation of leave approval in Edupay to be given to the Business Manager, with the knowledge that the Principal receives notification of all leave processed and approval for any leave other than personal or annual to be preapproved by the Principal before being approved in Edupay.

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.
- Members of the Principal Class, members of the Teaching Service and School Support Staff have a right to certain leave entitlements and, through the Principal qualified rights to other entitlements.
- Leave entitlements:
 - are a fundamental condition of employment
 - support equal employment opportunity
 - support the balancing of work and family responsibilities
 - may be either non-discretionary or discretionary (See Appendix 1).
- Where an entitlement exists, and discretion is relevant, every effort shall be made to respond to a staff member's request for leave.
- In all matters associated with the consideration and the granting of leave, there will be recognition of the interests of the school and individual staff members, taking into account staffing requirements, school operations, and the educational programs of students.
- To ensure discretionary leave is granted on a fair, reasonable and equitable basis

Timeline:

- All requests for leave should be submitted with as much notice as possible other than in exceptional and unanticipated circumstances.
- Annual and Personal (carer's and sick) leave which must be submitted through Edupay Self Service. Personal leave applications and any relevant documentation must be submitted no later than 5 days after an absence or it will be entered as Leave Without Pay.
- Staff that do not inform the school of their absence before 9am on the day of their absence will have that leave put on as Leave Without Pay.
- Staff are asked to indicate their intention to apply for any type of leave on the Teacher Preference forms, which are filled in at the end of each year in preparation for the coming year.
- Any application for leave (e.g. Long Service, Leave Without Pay, Study Leave, Family Leave, etc.) must be made to the Principal, in writing (or through Edupay for Long Service Leave) at least **one full school term** prior to the commencement of the proposed leave.

References: Education & Training Reform Act 2006, Ministerial Orders 2009 Order No 199 & Order No 200
www.eduweb.vic.gov.au/hrweb/employcond/leave/leave.htm

- The timing of some types of non-discretionary leave may be required to be negotiated with the Principal, especially in terms of staff applying for leave in any one given period.

Criteria For The Granting Of Leave:

In considering and prioritising applications for leave, the following criteria will be taken into account:

- The Guiding Principles outlined above.
- The number of staff requesting leave in a related time frame.
- Staff members with ongoing employment at Geelong East Primary School *may* be granted leave to take up a shorter term of employment (minimum of 1 year) at another school or DET venue for a period of up to 2 years.
- Whilst it is recommended that Long Service Leave should not normally be granted for periods of less than one calendar week, in extraordinary or compassionate circumstances staff members with entitlement *may* be granted Long Service Leave for shorter periods at the discretion of the Principal. Education Support Staff may be granted Long Service Leave for less than one week with the discretion of the Principal and taking into account the affect on school operations.
- Priority **should be** given to staff whose applications are based on health issues, compassionate and compelling personal and/or family circumstances.
- Priority **may** be given to staff who have had an application for leave recently refused, or who have not taken leave in the recent past, or whose activities while on leave could benefit the school or provide personal professional growth, eg Study leave.
- When a number of staff have requested leave for the same time period these may need to be prioritised considering the points listed above and the needs of the school. The Principal will consult with staff about the flexibility and staging of their leave.
- Discretionary leave will normally be granted no more than once per year to any staff member. Consideration may be given in exceptional circumstances.
- All staff should be aware that full documentation can be found in the School Policy and Advisory Guide. <http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>
- Whilst advance notice of leave is required, in exceptional circumstances where there is little disruption to the school leave may be considered without notice at the discretion of the Principal.

Implementation:

- The Principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about entitlements can be made through Edupay, the Business Manager.
- The Principal will make provision for long term planning and replacement of staff and higher duties where appropriate.
- In determining whether the leave may be granted, the Principal will consider:
 - Whether leave is discretionary or mandatory
 - The impact the granting of the leave will have on the operations of the school/school budget.
 - The entitlement of the staff member to the leave for which they have applied
 - Order of leave applications (in writing, not intentions)
 - Availability of replacement staff
 - Previous leave record
 - Applicants will be advised in writing or through email from Edupay, where appropriate, of decisions regarding leave.
 - All documentation regarding leave will be kept in the individual applicant's personnel file.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by the school Council in

APPENDIX 1

TYPES OF LEAVE:

- **Non-Discretionary Leave**

There are a number of types of leave, which must be authorised by the Secretary of the Department of Education & Early Childhood Development or his/her delegate if an entitlement exists and the necessary evidence is provided. Examples of non-discretionary leave include:

Paternity, maternity & family	Court attendance leave
Jury service leave	Sick leave
Infectious diseases leave	Bereavement leave
Adoption leave	WorkCover leave
War service leave	Transport Accidents leave
Defence force training	Most forms of Spouse leave
Carer's leave	

- **Discretionary Leave**

This type of leave is authorised at the discretion of the Secretary of the Department of Education & Early Childhood Development or his/her delegate and therefore may be either supported or refused. For discretionary leave to be granted, an entitlement **must** exist, and evidence provided if required.

Examples of discretionary leave include:

Long Service leave	Study leave
Marriage leave	Religious Observance leave
Natural disasters leave	Emergency services leave
Trade Union Training leave	Leave without pay
Leave for Sporting competitions	Transport strikes
Local Government leave	Blood Donor's leave (<i>ESS only</i>)
Some types of Spouse leave	

APPENDIX 2

TEACHING, REPORTING AND ASSESSMENT OBLIGATIONS OF STAFF TAKING LEAVE:

- Meeting with their CRT or fixed term replacement staff to discuss smooth transition of teaching responsibilities, including the provision of current and up to date planning/evaluation documents.
- Meeting the school's assessment and reporting commitments to parents.