

Leave Policy

Rationale:

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

Aim:

- 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: maternity 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 constraints.
- 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.
- In determining whether leave may be granted, the Principal will consider: -
 - whether the leave is discretionary or exceptional circumstances exist
 - the impact the granting of the leave will have on 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.

Processes:

- * 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.
- * Staff taking sick leave are to notify the school as early as practicable and preferably before 10:00pm the night before or as early as possible but after 6:00am on the morning of the illness, by phoning the Assistant Principal, Emma Sutherland, on **0412 141 081** or in person so as to maximise the chances of employing suitable replacement staff. A text or email message does not constitute adequate notification. If, of a morning, the call goes to message bank, a message should be left, followed by a call to the Principal, Alan McColl, on **0431 010 765** and if necessary the school office on 97435344. Only emergency situations should require notification of absence after 7.30am.
- * The Principal/Assistant Principal will make provision for replacement of staff.

Staff responsibilities:

- * All staff are required to use EduPay ESS (Employee Self Service) to manage all forms of leave (Leave with or without Certificate, Long Service Leave, etc)
- * Leave may be entered onto the EduPay system whilst staff are on leave. However, if this is not viable then the leave must be entered onto the system the day the staff member returns from leave. If this is not attended to by the fifth working day (one full calendar week) after the leave was taken the staff member's leave will be entered on the system as Personal Leave without a Certificate. This will then count as one of the five non-certificated personal days. Should you have already exhausted your five non-certificated days, then the leave will be entered as LWOP (Leave Without Pay).
- * Personal Leave lodged onto Edupay as certificated leave must be supported by an approved certificate. Original certificates must be passed directly to the Principal for the leave to be approved as certificated leave. If this is not attended to by the fifth working day (one full calendar week) after the leave was taken the staff member's Edupay request for Personal Leave with a Certificate will be rejected and will be entered onto the system as Personal Leave without a Certificate. This will then count as one of the five non-certificated Personal Leave days. Should you have already exhausted your five non-certificated days, then the Leave will be entered as LWOP (Leave Without Pay).
- * Any Personal Leave that is longer than 3 consecutive days requires a medical certificate. Original medical certificates must be passed directly to the Principal for the leave to be approved as certificated leave. Preference is to have a friend or family member drop it into the office, rather than posting. Scanned and emailed copies are not acceptable. Where at all possible, staff should still enter their Leave through the remote access for EduPay.
- * Absence from school for reasons other than approved Departmental Leave will result in leave being entered as '*Leave Without Pay*'.
- * If a staff member does not have any personal (sick) leave left, they may apply to the Principal to utilise any Long Service Leave owed to them. This is only in extenuating circumstances and can only be applied for in a minimum of daily lots. It is not possible to utilise any Long Service

Leave for less than a full day. In this case any leave other than a full day will need to be taken as Leave Without Pay.

- * Staff members who have a medical certificate must not attend school/work while the medical certificate is active. You will be asked to return home, or you will be required to provide a medical clearance certificate before returning to duty.
- * Staff members who are returning from sick leave are required to provide a copy of a medical clearance certificate (where required).

APT:

- * Periods of non-face to face teaching (APT) are allocated to carry out teaching and administrative responsibilities free of student supervision. Staff are required to be on duty at these times and, as such, it is not time that staff members should consider available to carry out personal business and/or to be used as Personal Leave.

Bereavement leave:

- * All staff are required to apply to the Principal via note or email for Bereavement Leave as soon as practical for staff replacement purposes. Bereavement Leave will be managed and entered by the Office as this leave element is not available on ESS. All Bereavement Leave requests must include the funeral notice which will be submitted in lieu of a certificate.

Long service leave:

- Leave Applications for Long Service Leave, Leave Without Pay or similar discretionary leave must be in writing or email and must be received by the Principal at least 2 full terms in advance, or by the start of October of the previous year, whichever is earlier.

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 or the Assistant Principal well in advance, irrespective of whether or not a replacement staff member is required. Once approved, the PD must be recorded in the office diary.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.
- This policy will be read in line with the most recent DEECD Policy and Procedures.