

Leave Policy

Rationale:

- 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.
- Decisions will be made in consultation with the Executive Leadership Team.

Executive Leadership Membership:

- The Executive Leadership Team consists of the Principal, the Assistant Principal and the Leading Teacher.

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: Leave Without Pay).
- Leave may be paid or unpaid.
- The School 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 subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through verbal requests to the Business Manager or DET website (hyperlink provided below).
- Staff seeking discretionary leave must apply in writing to the School Principal as early as possible to assist with forward planning.
- Applications for Long Service Leave (LSL) need to be made on eduPay. Applications for Long Service Leave with a duration of 16 working days or more should be entered by **October 1 for the following year**.
- Applications for Long Service Leave with a duration of 15 working days or less should be entered 120 days before the commencement of the leave or at the discretion of the Principal.
- If multiple requests for LSL are received the following process will determine eligibility:
 - the staff member who has not had LSL for the longest period
 - the personal needs of each applicant
 - the effect that the leave will have on the school
 - the number of staff applying for leave at the same time
 - the availability of suitable replacement staff
 - any other factor/s considered relevant

Policy Approved by:	Education Committee – School Council
Effective Date:	August 2017
Review by Date:	August 2020

- In determining whether leave may be granted, the School Principal in consultation with the Executive Leadership Team will consider: -
 - whether the leave is discretionary or mandatory
 - 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
 - availability of replacement staff
 - previous leave record
- Staff taking Sick Leave will notify the Daily Organiser as early as practicable.
- The Daily Organiser will make provision for replacement staff if required.
- Sick Leave should be submitted by staff on eduPay self-service within five (5) days of their return to work.
- Sick Leave not entered via employee self-service within five (5) days of return will be entered as **Personal Leave without a certificate**.
- Sick Leave with a certificate requires a medical certificate or certificate in lieu to be presented to the Business Manager within five (5) days of return – if no certificate is received **Personal Leave without a certificate** will be processed.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.
- Staff should refer to the DET website for further information (see hyperlink below).

References:

http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx

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