LEAVE POLICY

**Purpose:**
The school principal has the responsibility for managing all leave and leave requests. The aim is to do this in a fair and equitable way. The final decision on all leave is the responsibility of the Principal. The key factors in approving leave are
   a: The personal needs and entitlements of the individual, and
   b: The effective operation of the school

**Broad Guidelines:**
Roslyn Primary 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.

1. **Personal Leave** is available when a staff member is absent due to illness or injury; or to care for an immediate family member who is sick. Staff receive an entitlement of 15 days on each completed year of service (pro rata for part time). Unused leave accrues each year.

2. Documentation (certificate) must be provided for the following personal leave:
   i. Immediately before and / or after a school vacation period
   ii. Immediately before and / or after a public holiday
   iii. On a day of stop work action

3. Documentation is not needed for any single absence that does not exceed three days (total allocation is 5 days for the year) provided it is not adjacent to school vacation or a public holiday (as per #2).

4. Staff are required to enter their own leave on the EDUPAY system. This must be done within 5 working days of your leave occurring, with relevant documentation being handed to the appropriate person. Any leave that has not been entered will be considered to be leave without pay and will result in payroll being deducted in the next fortnight.

5. Staff intending to return early from sick leave, covered by a medical certificate, are required to provide alternative medical certification indicating they are fit to return to work.

**Implementation:**
All staff can access the rules around leave on the DEECD website:

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 mandatory.
- The impact the granting of the leave will have on the operations of the school.
- The entitlement of the staff member to the leave for which they have applied.
- The financial impact of the leave and the school’s budgetary situation.
The order of leave applications. Consideration of other people accessing leave at the same time and its impact on the running of the school.

- Availability of replacement staff.
- Previous leave record.

All periods of extended leave will be reported to School Council.

### Types of Leave

#### Sick Leave Protocol

- On return to work staff member is responsible for reporting to the office to collect the ‘Staff Leave Document’.
- The staff member must complete the ‘Staff Member’ section of the paperwork, and place their leave on EduPay no later than seven days from the final leave date.
- Once paperwork is completed and EduPay leave is entered, return the ‘Staff Leave Document’ to the Business Manager or representative with any supporting documentation.
- If the leave process is not completed within two weeks from the final leave date, the Business Manager or representative will enter a ‘Leave Without Pay’ on the EduPay system. This may be amended when the staff member applies for leave and it is approved.
- It will be the responsibility of individual staff members to manage and record their leave in a timely fashion.

#### Long Service Leave Protocol

- Applications for Long Service Leave will be considered by the Consultative Committee in the following order:
  - Leave applications for an entire term or longer
  - Leave applications of less than a whole term but more than 31 school days
  - All other periods of leave

The number of teaching staff granted leave at any one time will be at the discretion of the Principal in consultation with Consultative Committee, taking into account the operational needs of the school. Periods of leave requested by multiple staff will be considered on a case by case basis taking into account:

- The educational and operational requirements of the school
- The length of leave requested
- Amount of leave available
- Time since last period of leave

Long Service Leave or Leave Without Pay (short term) is unlikely to be granted to a prep teacher in term one or a year six teacher in term four; however exceptional circumstances may be considered. Where the number of applications exceeds the capacity of the school to replace staff, the factors used to differentiate between applicants will be (in no particular order):

- The educational and operational requirements of the school
- The length of leave required
- Amount of leave available
- Time since the last period of leave

ES staff applications will be considered in line with the factors listed above (page 1) and the availability of a suitably qualified replacement.

#### Leave Without Pay

When determining applications for Leave Without Pay the following matters will be considered:

- The length of service of the employee
Leave applications for Leave Without Pay periods of **one term or longer** must be applied for by 1st November the previous year. Leave Without Pay is for a calendar year and may be extended by a further 12 months.

Leave applications for Leave Without Pay of **one term or longer** must be entered on EDUPAY at least two terms in advance.

All applications for periods of leave that occur within a two term period without prior approval, cannot be guaranteed and will only be awarded in exceptional circumstances.

Applications for Leave Without Pay for Ongoing staff members to work at another Educational setting will only be granted a maximum of 2 years.

All applications for shorter periods of Leave Without Pay during terms one and two of the following year must be submitted to the Consultative Committee by 1st November. All applications for shorter periods of Leave Without Pay during terms three and four must be submitted to the Consultative Committee by the first school day after 1st February.

All applications received by these due dates will be considered. Late applications and those that fall outside of this policy, will be considered upon receipt taking into account:

- Any compassionate circumstances
- The educational and operational requirements of the school
- The length of leave requested
- Amount of leave available
- Time since the last period of leave

**Appeal**

Staff may appeal a decision to not approve leave. They should do so in writing to the Consultative Committee as soon as possible detailing any extenuating circumstances that should be considered. The appeal should be lodged several days prior to a Consultative Committee to allow members to consider the appeal details prior to the meeting.

The Principal has the power to vary this leave policy in cases of extenuating circumstances.

**Evaluation:**

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