

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.

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: 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.
- In determining whether leave may be granted, the principal will need to ascertain the entitlement of the staff member to the leave for which he/she has applied and consider the impact the granting of leave will have upon the operations of the school. A staff member employed for a fixed term has no entitlement to any form of leave beyond the date employment would otherwise have ceased.
- The Principal may nominate a proxy to *process* the leave approvals on her behalf (e.g., Business Manager). Proxy retains delegation until revoked.
- Each request of leave is granted subject to a variety of legislative requirements.
- All leave requests are sent automatically by eduPay to the Proxy for processing.
- All Personal Leave (sick/carers) is finalised by Business Manager after confirmation of dates, hours and receipt of any required documentation in accordance with Departmental policy.
- Information about leave entitlements can be obtained by staff through verbal requests to the principal or the business manager.

Staff responsibility:

- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning
- Employees should apply for leave via Employee Self Service (ESS). It is the responsibility of each staff member to correctly enter their Personal Leave information after returning to work following an absence. Staff will be given 5 working days in which to enter Personal Leave (i.e., sick leave, carers leave etc.). **If leave has not been entered within 5 working days, it will be entered as Leave without Pay.**
- Relevant documentation and medical certificates must be provided to the Business Manager within 5 working days, otherwise leave will be entered as non-certificated leave.



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- It is the responsibility of each staff member to check their leave balances using the forecast Balance function. Leave balances are shown in hours. If you have insufficient leave for a planned or unplanned absence, staff members must see the Business Manager to discuss their situation.
- Unless special circumstances exist, a staff member is required to report an absence due to illness, bereavement or for compassionate reasons to the principal or Assistant Principal as early as practicable. The staff member should advise the cause of the absence and the expected date of return.
- Applications for Long Service Leave must be in writing as well as through eduPay and should be received by the principal at least 2 full terms in advance.
- Information about certain leave policies, entitlements, can be obtained through A – Z topic list available on DEECD Human Resources website:
<http://www.education.vic.gov.au/hrweb/aztopic/default.htm>
- 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 order of leave applications.
- Availability of replacement staff.
- Previous leave record.
- All periods of extended leave will be reported monthly to School Council.

Evaluation:

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

Certification:

This policy was endorsed by School Council at the meeting held on 19 July 2015

Signed:.....
Principal

Signed:.....
School Council President