



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.
- This policy is to be read in conjunction with information found at: www.eduweb.vic.gov.au/hrweb/

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 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 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 granted subject to a variety of legislative requirements.
- All applications for leave are to be submitted in writing to the principal no less than 6 months in advance. Compassionate circumstances will be considered outside this timeframe. The applicant will be advised of the outcome of the request in a timely manner
- All applications for leave will be treated confidentially.
- Leave classified as an entitlement will be prioritised over LWOP or other unpaid leave
- LWOP may be granted for up to twelve months. Leave without pay may be extended beyond the year if circumstances permit
- Applications for leave without pay must be made in sufficient time to enable the application to be determined prior to the commencement of the leave without pay. In determining applications for leave without pay the following matters will be considered:
 - the length of service of the employee
 - the reason for leave
 - the availability of suitable replacement staff
 - any other factor considered relevant
- Staff taking sick leave must notify the Daily Organiser by no later than 7.30 am on the day of the absence. Text messages and emails are not acceptable.
- 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 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.
 - Leave Without Pay of four days or more will not be granted more than once in a two year period

- It is preferred that staff members seeking extended Long Service Leave not be appointed to teach a Preparatory.
- All periods of extended leave will be reported monthly to School Council.

Evaluation:

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

This policy was last ratified by School Council in....

October 2014