



Date written: 2001
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Next review: 2022

DEFINITION

In addition to Annual Leave, Long Service leave and Leave without Pay, there is 'Leave for Other Purposes'; definitions and entitlements for which appear at https://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx

Various forms of leave include:

- Annual Leave (Accrues at the rate of 1/12 of the annual entitlement for each completed month of employment)
 - Personal Leave (Sick Leave for Illness or Injury or Carer's Leave for carer purposes)
 - Long Service Leave
 - Parental Leave: Maternity Leave, Paternity Leave, Adoption Leave, Family Leave and Pre- Natal Leave
 - Other Leave Relating To Ill Health: Accident Compensation Leave (Work cover Leave), War Service Sick Leave and Infectious Diseases Leave
 - Training Leave: Transport Accidents Commission Leave, Trade Union Training Leave, Occupational Health and Safety Training Leave
 - Sabbatical Leave
 - Leave for Special Purposes:
 - Bereavement Leave
 - Spouse leave* ~ including Spouses of Members of Parliament Leave and Spouses of Senior Government Officers Leave
 - Study Leave
 - Jury Service Leave, Court Attendance Leave, Bail Justice Duties Leave, Honorary Probation Officer Leave
 - Defence Reserve Service Leave, Emergency Services Leave
 - Sporting Competitions Leave
 - Councillors, Mayors and Shire Presidents Leave
 - Religious Observances Leave
 - Contesting State Elections Leave
 - Flexible Leave Arrangements Leave
 - And Pressing Necessity Leave*
- (Teachers may seek leave for special unforeseen circumstances)**

RATIONALE

The Principal is responsible for making decisions relating to Long Service Leave and Leave without Pay.

AIMS

Any decision with regard to the granting of leave is to be made in line with relevant legislative obligations and the agreed leave policy developed by the school.



IMPLEMENTATION

Whilst Long Service Leave is an entitlement, the timing of the leave is discretionary.

In accordance with DET requirements applications for Long Service Leave and Leave without Pay need to be lodged **no later than two full terms ahead of the term in which the leave is requested to commence.**

Teachers will be asked to indicate their intention to apply for long term leave (3 weeks or more) to take place preferably in terms 2, 3 or 4 of the following year in October of each year. To facilitate the school workforce planning arrangements, it would be preferable that staff indicate requests for leave as soon as possible. All applications will be given due and proper consideration.

Whilst it is expected that staff at Greenhills Primary will operate within the leave policy guidelines it is recognised that some circumstances will prevent the time-lines of the policy being adhered to (e.g. family crisis). In these instances the Principal will use discretion, compassion & expediency to consider the application for leave.

In reaching a decision following a request for leave, the Principal will take into account a number of factors including:

- The operational requirements of the school.
- The availability of replacement staff and the number of staff who wish to take leave at the same time.
- The reason/s for the application for leave, for example, compassionate reasons.
- The applicant's leave history, e.g. whether this is their first application for extended leave.
- The period and timing of the leave.

Where Long Service Leave is not granted, arrangements will be made with the employee to take leave at an alternative date in the future.

LEAVE DURING PART OF A SCHOOL DAY

This leave is defined as any period of absence during the required 30+ 8 hour school week model as follows:

8.45am – 3.45pm on all school days other than defined meeting and planning times e.g. Monday 4.50pm and Wednesdays 4.50pm as outlined in the Term Meeting Schedule.

It is recognised that at times, a staff member may need to take leave for part of the time they are required to be on duty and present at school. This leave must be approved by the Principal in advance and recorded by the Business Manager.

A period of leave longer than 3 hours must also be entered into Edupay.

PROCESS FOR APPLYING FOR LEAVE – ALL STAFF

1. When applying for Long Service Leave and Leave without Pay a staff member will:

Use Edupay to calculate that they are eligible to take their chosen form of leave (in regard to Long Service Leave).



- Write a formal letter of application to the Principal (email is acceptable) specifying the type of leave and dates required, and whether the leave is required on full pay or half pay or a combination of both.
- For Leave without Pay/Leave for Special Circumstances, outline the circumstances surrounding the request for leave.

The staff member will receive notification from the Principal as to whether/not Leave is approved in principle. The Principal will instruct the staff member at THIS point to log their Leave request on Edupay.

PLEASE NOTE: DO NOT book airfares or accommodation BEFORE applying.

2. Staff members requiring any leave constituted under 'Leave for Other Purposes' should, where possible, give maximum notice of their requirement for such leave. All applications should be supported by appropriate documentary evidence which can be found at https://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx

When applying for 'Leave for Other Purposes' the staff member should:

- Attach a letter explaining the circumstances leading to the application for leave.
- Attach appropriate documentary evidence
- Lodge application with the Principal as soon as possible

To resume duty early from any form of leave, a staff member must first seek approval from the principal.

Approval of early resumption from leave is dependent upon suitable staffing arrangements being made to accommodate the return to duty.

Teachers on family leave must indicate their resumption from leave by November 1st for the following year.

3. Personal Leave (Sick/Carers) must be entered on Edupay either prior to or within 5 days of return. If leave is with a certificate, the documentation must be attached, or provided to the Business Manager on return to duty.

RESOURCES

<https://www.education.vic.gov.au/hrweb/Pages/default.aspx>

<https://www.aevic.asn.au/schoolsagreement2017>

REVIEW PERIOD

The Greenhills Primary School Staff Leave Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET expectations as represented by parent members on School Council.



DRAFTED