

LEAVE POLICY

KATANDRA SCHOOL

NOVEMBER 2020

Contents

INTRODUCTION	3
LEAVE – POLICY AND PROCEDURES	3
POLICY – DISCRETIONARY LEAVE	3
(a) Long Service Leave	3
(b) Leave Without Pay	4
(c) Extensions to Leave Without Pay	5
(d) Late Arrival to School	5
(e) Personal Leave	5
(f) Bereavement Leave	6
(g) School Activities, Camps and Excursions	6
POLICY – PARENTAL LEAVE	6
(a) Maternity Leave	7
(b) Partner Leave	7
(c) Other Paid Parental Leave	7
(d) Leave for Other Purposes	7
PROCEDURE FOR DAILY ABSENCE – PERSONAL LEAVE	7
REVIEW CYCLE	8

INTRODUCTION

DET employees are responsible for entering their personal leave (sick and carers) long service leave and leave without pay request on edupay self-service system. The principal or delegate is responsible for approving this leave and administering all other types of leave.

All staff shall be entitled to their full leave entitlements as may be determined from time to time by the Teaching Service Act, Industrial Awards and National Employment standards or other state-wide policies.

Requests for discretionary leave (Long Service Leave and Leave without Pay) will be approved on a case by case basis.

The principal is responsible for implementing the leave policy.

Leave entitlements for staff is available on DET website under Human Resource Management HRMS A-Z link:

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

LEAVE – POLICY AND PROCEDURES

Leave data entry is the responsibility of the staff member via EDUPAY Self Service. Leave must be entered onto edupay within 3 days from the first day of their return to work.

If leave has not been entered onto EDUPAY by staff member after the 3 days, ASBSENT WITHOUT APPROVAL (unpaid) will be entered by the Principal or delegate.

EDUPAY Self Service can be accessed at:

- School, through edupay login; or
- Home, from edupay remote login.

POLICY – DISCRETIONARY LEAVE

(a) Long Service Leave

Whilst long service leave is an entitlement, the timing of leave is discretionary

All applications are to be made to the Principal through verbal and written communication.

The school policy on granting of Long Service Leave is as follows:

1. While a non-minimum period of Long Service Leave applies, long service leave is normally granted for a minimum of one week

2. Application for long service leave should be submitted to the Principal by term 3 of the previous year. Or a minimum of 2 terms in advance (22 weeks).
3. **When considering** applications for Long Service Leave the following criteria will be considered but not limited to the:
 - impact to continuation of school programs;
 - previous long service leave history;
 - length of service;
 - when more than 1 staff member applications are received previous long service leave history and length of service may affect decisions of granting of the leave;
 - special situations that may exist for applicants; and
 - special circumstances that may exist at the school.

(b) Leave Without Pay

Leave without Pay **may be granted** for periods of up to and including 12 months.

The School policy on the granting of Leave without Pay is as follows:

Where special circumstances arise, leave without Pay may be granted for periods of less than 12 months. Applicants please note: This sometimes causes considerable difficulty in that:

- a. Late notice means smooth transitions and class handover cannot be planned.
- b. The rationale given by the applicant may not be consistent with the requirements of the school to provide continuity of instruction to students and the administrative backup to school operations.
- c. The decision on granting of short-term leave will relate to genuine compassionate grounds rather than convenience to the applicant.

For applicants to be considered, Application should be made, where practicable, by verbal and written communication to the Principal by the last school day two clear terms in advance of the term in which the leave is to begin. E.g. leave to be taken for the period of the school year - the closing date will be the last day of term 2 in the previous year.

Late applications **may** be considered where special circumstances exist that fall outside of the above requirement for leave without pay.

All applications shall be accompanied by a letter outlining the reason for the leave request and include dates of leave requested and dates of any other leave without pay granted.

When considering applications for Leave without Pay the following criteria shall be considered but not limited to the:

- impact to continuation of school programs;
- previous history of leave without pay;

- special circumstances that may exist for applicants;
- special circumstances that may exist for the school;
- length of leave applied for; and
- length of service at this school.

(c) Extensions to Leave Without Pay

Extensions to leave without pay **may be granted** where exceptional circumstances exist.

Application for extensions of leave without pay **must be** made in writing to the Principal, over viewing the 'exceptional circumstances'.

Consideration of the leave application will be based on 'School Policy on the granting of Leave without Pay' and possibly 'a', 'b', and 'c' above.

(d) Late Arrival to School

Where a staff member has arrived to school later than usual start time or is unexpectedly late to school they are required to report to the office to inform of their arrival at school.

(e) Personal Leave

Personal leave is available to an employee when he or she is absent due to illness or injury; or care for an immediate family or household member who is sick and requires the employee's support or who requires care due to an unexpected emergency.

Medical certificates should be provided when medical practitioners have been consulted to preserve the applicant's entitlement to 5 days without medical certificate.

Medical certificates are required for:

- all absences over 3 consecutive days;
- when the absence is immediately before or after a public holiday, long service leave, school vacation, on a stop work day; or
- When required by the principal for a particular absence.

In the event:

- of a staff member being absent for extended personal leave (more than 1 week) they are requested to fax/email their medical certificate to the school; or
- of a staff member being absent in the last week of a term they are requested to fax 9571 8403 or email their medical certificate to the school email (katandra.sch@education.vic.gov.au) if they are unable to return to school by the last day of term

This is to avoid any overpayment that may occur due to insufficient personal leave credits.

Medical Certificates for personal and carers leave:

- are to be provided to the office by the third day of return of absence; or
- are to be scanned and submitted through edupay.

Original certificate is still to be provided to the school and kept in staff file.

(f) Bereavement Leave

Supporting evidence - medical certificate requiring member to be in attendance or death or funeral notice (for direct family members) - should be provided.

Note:

- Additional leave without pay may also be considered appropriate.
- Additional leave with pay may be granted if a medical certificate is provided - this will be taken as sick leave.
- Please refer HRMS A- Z Topics
<http://www.education.vic.gov.au/hrweb/employcond/Pages/bereaveTS.aspx>
 - Personal leave
 - Bereavement leave.

(g) School Activities, Camps and Excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

POLICY – PARENTAL LEAVE

Note As this leave is quite detailed, applicants are advised to refer to HRMS website at <http://www.education.vic.gov.au/hrweb/employcond/Pages/parentlveTS.aspx> or discuss the situation with the principal.

Application should be made in writing to the Principal.

The application should be accompanied by a medical certificate indicating the expected or actual date of birth, a statement from the adoption agency, or other relevant documentation.

The expected date of return to duty should be shown to assist in planning - this is not an official resumption notice.

- Family leave will be granted in accordance with details on HRMS website

- Extension to the allowable leave outlined on the DET HRMS website will only be granted in exceptional circumstances.
- It should also be noted that three months prior to the expiry of your leave, written notice of your intention to resume must be forwarded to the Principal at Katandra School.

(a) Maternity Leave

Application should be made in writing to the Principal. A medical certificate setting out the expected date of confinement should be provided at the time of application.

(b) Partner Leave

Application should be made in writing to the Principal. The Principal shall be satisfied the applicant has accepted responsibility for the care of a child.

(c) Other Paid Parental Leave

Application should be made in writing to the Principal. Applicants should complete the school leave form using the 'other leave' category.

Documented proof of an adoption should be provided stating date of placement.

(d) Leave for Other Purposes

Please refer DET HRMS website for information related to the granting of various forms of special leave e.g. Marriage, Sporting Competitions, Emergency Services, Religious Observance, Transport Strikes, Contesting State Elections, etc.

Note

1. Operational considerations may influence final determination
2. Merit Protection Board is the final avenue for appeals

PROCEDURE FOR DAILY ABSENCE – PERSONAL LEAVE

1. All staff must text/SMS the daily absence phone on: 0401 760 427 by no later than 7.00am on Monday to Friday. If staff know they are going to be away the night before or early morning, please text as soon as you can.

The message should include:

- Your name;
- Your room;
- The date;

- The reason you're away; and
- If you have release time on that day (teachers only).

The reason for this is so that the daily organiser can source a CRT replacement from ANZUK in enough time.

2. If you are running late or arriving late and it is not planned please SMS/Text the daily absence phone and contact the school. You will need to enter your late arrival on edupay.
3. **Planned personal leave:** If you are planning in advance to use one of your sick days with or without a certificate, please let the daily organiser know well in advance by completing the slips in the staff room and ensure the daily organiser has put this in the office diary. Once it is in the diary then complete this leave on edupay.
4. If your planned or unplanned personal leave is less than a full day, all Katandra staff are required to take ½ a day leave which will be 9-12 or 12-3 as a minimum as we can only book a CRT for 3 hours.

REVIEW CYCLE

This Code of Conduct or Policy was endorsed/approved by the Katandra School Council on November 2020 for review if legislative or other changes require in the interim or no later than November 2022.

Date Implemented	November 2020
Author	Rhett Watts
Approved By	School Council
Approval Authority (Signature & Date)	School Council President: Kellie Easton Signature Date
Date to be Reviewed	November 2022
Responsible for Review	Rhett Watts, Thomas Cazaly
References	Victorian Government Schools Reference Guide