

Brunswick South Primary School Leave Policy

Policy	Review Date:	Responsible for
Implementation Date:	July 2022	Review:
July 2019		Policy Subcommittee

Rationale

School staff have a range of leave entitlements as detailed in the Teaching Service and Education Support Service Agreements. It is the responsibility of the Principal to effectively manage all staff leave, and while doing so, ensure both the smooth and efficient operation of the school and the on-going provision of high quality educational programs for the students.

Aims

- To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the provision of both educational programs and administrative services within the school
- To ensure discretionary leave is granted on a fair, reasonable and equitable basis.

Implementation

- All personal leave needs to be entered into edupay no more than 5 days after the leave has been taken. Medical certificates for sick/carers leave should be uploaded and attached electronically to the leave request
- Leave without Pay is only for extraordinary circumstances and needs to be applied for in writing to the Principal
- Leave may be paid or unpaid
- Applications for Long Service Leave must be in writing and should be received by the Principal at least two full terms in advance. Any short term long service or leave without pay will be considered on an individual basis. They must be signed and dated. A copy of long service leave entitlements should be attached to the application
- Applications for all other forms of leave must be made as early as possible to ensure the smooth operation of the school. These must also be made in writing including signing and dating
- In determining whether leave may be granted, the Principal will consider:
 - whether the leave is discretionary or mandatory
 - the impact of the leave on the delivery of teaching and learning programs
 - the impact of the leave on 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 leave applications are received
 - the reason given by the staff member for the leave request
 - the availability of replacement staff
 - the staff member's previous leave record
 - the number of staff members requesting leave during the same period
- The Principal will report the outcomes of all leave applications at Consultative Committee meetings (The Principal will ensure that privacy will be maintained where appropriate)
 - The Principal will authorise the Business Manager to enter all approved details onto EduPay using the Application for Leave Form unless able to be entered by staff member
 - All periods of extended leave will be reported monthly to School Council
 - Each form of leave will be granted subject to a variety of legislative requirements as detailed in the DET Human Resources Guidelines and in conjunction with the Victorian Government Schools Agreement 2017. Staff may access this information on:
<http://www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx>

Submitting an Application

For leave requests in advance (e.g. Leave Without Pay; Long Service Leave) submit the following to the Principal:

- A signed and dated letter addressed to the Principal outlining the request (dates and type of leave)
- A long service leave quotation from the Business Manager showing leave is available

(NOTE: All approved leave will be entered in EduPay by the Business Manager)

Other Types of Leave

Bereavement Leave

Leave on full pay of up to three days may be granted to an employee on the occasion of the death of a member of the employee's immediate family or household. Leave, with or without pay, in excess of that specified may be granted if the Employer is satisfied that three days is inadequate.

Leave for Jury Service

An employee who is required to appear and serve as a juror under the *Juries Act 2000 (Vic)* is entitled to leave with pay for the period during which their attendance at court is required.

Absence for Parental Purposes

An employee is entitled to be absent from duty for up to a total of seven years following, or in conjunction, with the birth, adoption or otherwise becoming the legal parent of one or more children comprising one or more of the following forms of leave: maternity leave, other paid parental leave, partner leave, family leave without pay being that portion of a parental absence not covered by paid leave or long service leave.

Maternity Leave

An employee is entitled to maternity leave with or without pay for a continuous period of fourteen weeks commencing from the date the employee commenced an absence from duty. Where the pregnancy of an employee terminates more than twenty weeks before the expected date of birth, the employee has no entitlement to leave but may be eligible for personal leave.

Family Violence Leave

The Principal recognises that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. Therefore, the Principal is committed to providing support to staff that experience family violence. Leave for family violence purposes is available to employees who are experiencing family violence to allow them to be absent from the workplace to attend counselling appointments, legal proceedings and other activities related to and as a consequence of family violence.

Review Cycle

This policy will be reviewed in July 2022