

Policy Document

Staff Leave Policy_v1.1

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.

Objectives

- 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).
- Teachers on family leave must notify the Principal of their return to work at the beginning of term 4 if they intend to start work the following year.
- 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.
- Staff can obtain information about leave entitlements through verbal requests to the principal or http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning.
- All leave must be entered on edupay at the earliest return to school or in the case of long service leave or leave without pay, prior to commencing the leave (added AM).
- Applications for Long Service Leave must be in writing and should be received by the principal preferably 2 full terms in advance.
- Staff taking sick leave will notify the Assistant Principal by 7.30am.
- The Assistant 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 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.
- All periods of extended leave will be reported at School Council meetings.

Policy Document

Evaluation

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

Ratification

Ratified by School Council: 23-July-2014

School Council President: Glen Noble Principal: Anne McPhee

References:

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

Electronic review of Staff Leave Policy_v1.0

Document Control			
Date	V#	Author	Comment/Alterations
15.7.14	1.0	JH	Policy recreated from previous policy entitled 2011_04_3Y_Leave Policy. No hyperlink included in previous policy – requested AP (SR) to provide.
	1.0	MM	I'm happy with staff leave
20.7.14	1.1	AM	Under Implementation: <ul style="list-style-type: none"> 8th point - All leave must be entered on edupay at the earliest return to school or in the case of long service leave or leave without pay, prior to commencing the leave (added AM). 9th point - Applications for Long Service Leave must be in writing and should be received by the principal at least preferably 2 full terms in advance (deleted AM). 13th point - It is preferred that staff members seeking extended Long Service Leave not be appointed to teach a Preparatory or Grade 6 class (deleted AM).
20.7.14	1.1		Sent to Council for endorsement (pending requests as per 1.1 above)
22.7.14	1.1	SR	Under implementation – point 6: www.education.vic.gov.au/hrweb/employcond/res/centagreeTS.htm agreement https://edupay.eduweb.vic.gov.au notification first link – no longer exists – altered to http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx
23.7.14	1.1	SR	I think the school council president can get in but we can't give it to other people who aren't employed by the school. The first link will be sufficient as the teachers know where this information is and they all have access to it.
23.7.14	1.1	SC	Ratified by council.