

AIM

A range of leave provisions are available to Department of Education and Training employees. In determining whether leave may be granted, the principal/manager will need to ascertain the entitlement of the staff member to the leave for which he/she has applied and consider the impact the granting of leave will have upon the operations of the school/work unit.

A staff member employed for a fixed term has no entitlement to any form of leave beyond the date employment would otherwise have ceased. Please follow the link to the DET website:

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

RATIONALE

This policy aims to implement procedures that are fair, consistent and in the best interests of all members of the school community. Every effort will be made to grant leave requests in the context of the DET policy that seeks flexible family friendly arrangements, whilst maintaining the efficient operation of the school community.

Key considerations in determining staff applications for leave include:

- Impact on the welfare and educational programs for students
- Impact on the students
- Impact on classroom teams
- Impact on the school community
- Personal value which adds significant value to school programs, school or system
- Availability of suitable replacement staff
- Timing of the leave
- Compelling or compassionate circumstances

LEAVE AVAILABLE TO DE&T EMPLOYEES

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

<http://www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx>

Under the current agreements staff members (teachers and education support class) are entitled to:

- **Annual Leave:** Full-time employees are entitled to 152 hours (20 days) annual leave per annum. Part-time employees receive an annual leave entitlement on a pro rata basis calculated according to the time fraction worked. Employees will take annual leave at such times as the Employer determines i.e. during school holiday periods unless otherwise approved.
<http://www.education.vic.gov.au/hrweb/employcond/Pages/annlve.aspx>
- **Personal Leave (sick leave):** Full time employees are credited with 114 hours (15 days) per year. Unused personal leave Personal leave is available to an employee when he or

she is absent due to illness or injury; or to care for an immediate family or household member who is sick and requires the employee's care and support or who requires care due to an unexpected emergency. Applications for personal leave must be supported by a required document.

<http://www.education.vic.gov.au/hrweb/employcond/Pages/slve.aspx>

- **Bereavement Leave:** May be granted on the death of a member of the employees immediate family or household.
<http://www.education.vic.gov.au/hrweb/employcond/Pages/bereave.aspx>
- **Leave for Jury Service:**
<http://www.education.vic.gov.au/hrweb/employcond/Pages/jury.aspx>
- **Partner / Paternity Leave:**
<http://www.education.vic.gov.au/hrweb/employcond/Pages/paternity.aspx>
- **Long Service Leave:** LSL Entitlements accrue after ten (10) years of service but can be accessed pro-rata after seven (7) years.
<http://www.education.vic.gov.au/hrweb/employcond/Pages/lsl.aspx>
- **Spouse Leave:** May be granted for periods for three months to twelve months (leave without pay) to accompany spouse. SL is available once every three years. Applications should specify the exact dates of leave required with a minimum of three (3) months and a maximum of twelve (12) months.
 - <http://www.education.vic.gov.au/hrweb/employcond/Pages/spouselve.aspx>
- **Sabbatical Leave:**
 - <http://www.education.vic.gov.au/hrweb/employcond/Pages/sabbatical.aspx>
- **Cultural and Ceremonial Leave:** [26:(24)] - Aboriginal & Torres Strait Islanders.
 - <http://www.education.vic.gov.au/hrweb/employcond/Pages/cultural.aspx>
- **Leave Without Pay** – this is provided at the discretion of the school and not an entitlement. <http://www.education.vic.gov.au/hrweb/employcond/Pages/lwop.aspx>
- **Study Leave:**
<http://www.education.vic.gov.au/hrweb/employcond/Pages/studylve.aspx>

GUIDELINES FOR LEAVE

1. All applications should be made in writing to the Principal via Email. Applicants should provide as much information as possible to support their application.
2. Applications for leave will be considered by the Principal and the Consultative Committee.
3. Advice regarding the granting of leave will be forwarded, in writing, to the applicant.
4. Where appropriate, provision will be made for replacement staff and allocation of higher duties.
5. Staff will be notified of all changes to leave entitlements and provisions.
6. Staff should not make arrangements associated with their leave prior to it being confirmed – apply for leave as soon as possible.
7. Superannuation payments and other deductions where appropriate during leave should be arranged by the staff member through the relevant superannuation organisation and EduPay.

8. Where leave is not approved, the applicant may request reconsideration by the Principal or a panel comprised of the Principal, the applicant, and an applicant's nominee.
9. Grievance procedures are available where the decision cannot be resolved at the school level.
10. All recreational leave should be taken during holiday breaks – staff must be in attendance at school during term time.
11. Leave applications for 12 months/1 year must extend from January to December to ensure minimum disruption to the school community.
12. Where an applicant has had already taken leave in a previous 12 month period this will be taken into consideration

ABSENCES

Entering of absences on Edupay site www.education.vic.gov.au is to be completed and a doctor's certificate given to the office ***within 1 week of return day or on the day of returning to work.***

APPLICATIONS FOR LONG SERVICE LEAVE AND OTHER APPLICABLE LEAVE:

Long Service Leave:

1. Applications for long service leave should specify the exact dates of leave required and whether leave is required in full pay, half pay, or a combination of both. Applications of Long Service Leave should be made at least two terms prior to the leave request. .
2. In determining long service leave the Principal will consider:
 - Whether or not entitlements exist
 - The personal circumstances of each applicant
 - The availability of replacement staff
 - The impact of leave on the school's educational programs
 - Multiple applications for leave during the same time frame
3. Leave will be approved on the basis of entitlement however it may occasionally be necessary to defer leave where a significant impact on the school and community may occur.
4. In the event of a priority order for taking leave needing to be established, selection criteria will include:
 - Frequency of leave
 - Previous length of leave
 - Impact on school programs
 - Individual circumstances
5. The principal may exercise discretion in processing late applications where there are compelling and/or compassionate circumstances.

Leave Without Pay:

1. Applications for leave without pay should specify the exact dates of leave required and the reasons for leave. While no minimum period of leave without pay applies staff will be encouraged to take leave of a minimum of a month.
2. In determining leave without pay the principal will consider:
 - The length of service of the employee: minimum three years completed service and three years since the last leave without pay
 - The reason for leave and the personal circumstances of each applicant
 - The availability of suitable replacement staff
 - The impact of leave on the school’s educational programs
 - Multiple applications for leave during the same time frame
 - Any other factors
3. In the event of a priority order for taking leave needing to be established, selection criteria will include:
 - Frequency of leave
 - Previous length of leave
 - Impact on school programs
 - Individual circumstances
4. The principal may exercise discretion in processing leave without pay applications where there are compelling and/or compassionate circumstances.

PROCESS

Written applications for all leave should be made to the Principal **at least two terms** prior to the date of leave requested. All applications, support documentation and DET transactions are retained in the applicant’s personal file.

1. Email the Principal with the request for leave, including as many details as possible.
2. The Principal will consider the application with the Principal Class Team and the Consultative Committee.
3. The applicant will be notified in writing as to the outcome of the application.
4. The Business Manager enters approved leave on EduPay.

EVALUATION:

Ratified By Hume Valley School Council	December 2016
Review Date:	December 2017