

Rowville Primary School Staff Leave Policy

PURPOSE

To provide guidelines and processes to accommodate the leave requests of staff in a manner that ensures the effective operation of the school program.

To ensure leave is granted on a fair, reasonable and equitable basis.

GUIDELINES

Staff members who work in a school have a range of leave entitlements (eg: Family Leave, Long Service Leave; Leave without Pay; Parental leave; Carers Leave),

Various leave entitlements are awarded at the discretion of the principal (eg: leave without pay, long service leave).

Leave may be paid or unpaid.

The Principal is responsible for managing a wide range of leave matters, whilst ensuring the effective operation of the school program.

Each form of leave is granted subject to a variety of legislative requirements.

IMPLEMENTATION

- Information about leave entitlements can be calculated on eduPay.
- When application for leave is approved by the Principal it needs to be entered on eduPay by the staff member.
- Applications for Long Service Leave must be in writing and should be received by the Principal by the 30th October for the following year to enable the request to be considered as part of the workforce plan.
- Staff taking sick leave will notify the Daily Organiser as early as practicable. All staff members are asked to submit their medical certificate online and complete leave requests on eduPay immediately on their return. A medical certificate is required if more than five days sick leave is taken in a calendar year and if more than two consecutive days are taken.
- Staffs are expected to make arrangements for personal holidays during term breaks.
- Maternity Leave will be taken in accordance with Departmental policy which includes leave for doctors' visits and verification of due date.
- Teachers on family leave must notify the principal by 1st October that they intend to return to work the following year. Any return to work must be at the start of a term.
 - six weeks following the birth or placement of a child or the expiration of maternity leave if written notice of intention to return is given to this effect prior to the commencement of the absence; or
 - on the first day of any term if written notice of intention to return is given by 1 October in the year preceding the intended date of return; or
 - at such other times as may be approved in any particular case provided that applications on compassionate or hardship grounds will not be unreasonably refused.

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Employees may be granted leave without pay for periods of up to twelve months for a range of reasons including:

- family reasons
- study or training
- employment, including self-employment
- travel
- participate in, officiate at and/or train for sporting events
- pursuing the development of personal interests
- undertaking voluntary work, including participation in community and international aid programs
- campaigning for public office (other than an employee standing for a federal election who is required to resign)
- any other reason considered appropriate by the delegate.

Applications for leave without pay must be made to the Principal in sufficient time to enable the application to be determined prior to the commencement of the leave without pay.

The Principal will make provision for replacement staff and higher duties where appropriate.

If the number of staff requesting Long Service Leave or Leave without Pay is greater than the number of available suitable replacement staff or if the leave would affect the smooth running of the school, the Principal will:

- Rank the applicants on the basis of length of time since the applicant's last period of Long Service Leave and approve the leave in that order.

EVALUATION

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

References: Circular 429/2001 Leave Provisions for Teaching Service Staff and School Services Officers.

Victorian Government Schools Reference Guide -

http://www.eduweb.vic.gov.au/referenceguide/management/6_8.htm

<p>This policy was ratified at School Council on 23rd August 2017 and is due to be reviewed in August 2020.</p>
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