

LEAVE POLICY

BELL PRIMARY SCHOOL

Rationale:

- The school principal has the responsibility for managing all leave and leave requests in accordance with DET Guidelines, as well as ensuring the smooth and efficient operation of the school.

Aims:

- 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:

- All staff are required to use eduPay Employee Service to manage all forms of leave (Leave with or without Certificate, Long Service Leave, Bereavement Leave, etc.)
- All leave should be entered onto eduPay the day you return from leave. If this is not attended to within one (1) week it will be considered to have been 'Leave without Pay' and entered by administration staff.
- If your sick leave is longer than three (3) days, and you are in receipt of a medical certificate, it must be forwarded to school immediately after the third day.
- Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the principal (eg: Bereavement Leave).
- 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 constraints.
- Each form of leave is granted or denied subject to a variety of legislative requirements and school based matters.
- Information about leave entitlements can be obtained by staff through verbal requests to the Principal, or through the web address displayed at the bottom of this policy.
- All staff are reminded that sick leave is for the purpose of supporting the staff member during times of illness or to receive medical treatment etc – it is not designed to be used as a form of paid flexi-leave from the school to carry out domestic or recreational pursuits.
- Absence from school for reasons other than approved Departmental leave will result in leave being entered as 'Leave Without Pay'.
- Staff taking sick leave are to notify the school as early as practicable by telephoning the Daily Organiser so as to maximise the opportunity of employing suitable replacement staff.
- Staff members who are returning from sick leave are required to provide the HR Officer with their medical certificate (where applicable).
- Staff members should not consider periods of non-face to face teaching as periods of leave. Non-face to face teaching is an entitlement to carry out teaching and administrative responsibilities without student supervision. It is not time that staff members should consider available to carry out personal business, unless previously approved by the Principal.
- The school may be able to accommodate up to 1 hour's personal leave without losing leave credits (this is a one-off situation, and must be approved by the Principal).

- Time in lieu refers to periods of time when staff may work outside their normal working hours in compensation for time during their normal working hours that were (or are to be) taken as leave. All time in lieu arrangements must be approved by the Principal prior to any implementation and must be made in accordance with DET Guidelines.
- Staff members who are attending professional development must have the activity approved by the Executive well in advance, irrespective of whether or not a replacement staff member is required.
- Applications for extended Long Service Leave or Leave without Pay or similar discretionary leave must be entered on eduPay and must be received by the Principal at least two (2) full terms in advance.
- The Principal will make provision for replacement of staff and higher duties where appropriate.
- In determining whether leave may be granted, the Principal will consider: -
 - Whether the leave is discretionary, or exceptional circumstances exist
 - 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.

This policy is to be read in conjunction with the Leave/Absences Application Process document. See Appendix A.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Date Implemented	June 2011
Author	RFR
Approved By	School Council
Approval Authority (Signature & Date)	
Date Reviewed	December 2017
Responsible for Review	Assistant Principal
Review Date	December 2020
References	http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx