

# Staff Leave Policy

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## Rationale

The purpose of this document is to provide advice to staff members on leave entitlements and school procedures to be followed in the administration of leave.

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.

## 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

- Leave may be an entitlement (e.g. Family Leave), or may be awarded at the discretion of the principal (e.g. Bereavement Leave).
- All leave (other than Personal Leave e.g. Sick, Carers Leave) must be applied for in writing and have prior approval of the Principal. Personal Leave must be submitted via EduPay on the day of returning to work.
- 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.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained via the DEECD website and HR staff, through verbal and written requests.
- Staff seeking discretionary leave must apply in writing to the principal at least two full terms in advance, but earlier if possible, to assist with forward planning.
- When applying for Long Service Leave (LSL), the Leave Application form must be used and a LSL Forecast must be attached. Applications for LSL should be received by the principal at least two full terms in advance. Minimum period of LSL to be granted is 1 calendar week.
- Applications for Leave Without Pay (LWOP) must be in writing and include:
  - The proposed period of the leave
  - Reason for the leave (including the intention of teaching overseas)
  - Supporting evidence if required (e.g. Evidence of study)
- Applications must be received by the principal at least two full terms in advance for requests of four weeks or more. For less than four weeks, 1 full term in advance. LWOP is available for periods up to 12 months. LWOP in excess of 12 months may be approved or extended up to a maximum



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continuous period of two years. Staff cannot resume from a period of LWOP earlier than the expiration of the approved leave. However, the Principal may authorise an early resumption to duty provided that a suitable vacancy is available and sufficient notice of intention to resume is provided (at least three months).

- Leave without pay for a period of one or more week will only be granted once within a two year period, unless under exceptional circumstances granted by the principal.
- Applications for Family Leave must be in writing, specifying dates of leave and supported by a medical certificate stating the expected birth date as soon as practicable.
- Intentions to return to work in the following year, post extended leave (Family Leave, LWOP, Secondment etc.) must be submitted in writing by the last day of Term 3.
- Once LSL, LWOP and Family Leave have been approved in writing, the staff member may proceed to enter and submit the leave via Employee Self Service (ESS) of EduPay.
- Staff taking sick leave will notify the Daily Organiser as early as practicable (prior to 9:00pm of an evening and between the hours of 6:30 and 7:00am of a morning). Leave must be submitted via EduPay immediately upon return of leave and if not received within 5 days or next pay calc day, leave will be processed as Sick Leave with no certificate, Sick Leave with no certificate no credits or LWOP. (Pay Calc occurs the Friday before pay day).
- Withdrawal of Leave – if leave has been granted and the staff member wishes to cancel the leave, notification in writing is required. Leave that spans a full term must give 2 months notice and any leave that spans less than a term, 1 months notice is required.
- The 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 the operations of the school.
  - The entitlement of the staff member to the leave for which they have applied.
  - The number of staff and the order of leave applications.
  - The type of leave requested.
  - Availability of replacement staff.
  - Previous leave record.
- It is preferred that staff members seeking extended Long Service Leave at the commencement of a school year not be appointed to teach a Preparatory to Year 2 class.
- All periods of extended leave will be reported monthly to School Council.

## Further Information

For further detailed information, please refer to the DET A-Z Topic List website:  
<http://www.education.vic.gov.au/hrweb/aztopic/Pages/default.aspx>