



Cranbourne East Primary School

LEAVE POLICY

RATIONALE

A range of leave provisions are available to Department employees. The leave topics available provide details of the leave entitlements and policy surrounding the granting of each leave type. In determining whether leave may be granted, the Principal will need to ascertain the entitlement of the employee 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.

AIM

- To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the daily operation and administration of the school.
- To ensure discretionary leave is granted on a fair, reasonable and equitable basis.

IMPLEMENTATION

Leave of absence may include Annual Leave, Personal Leave (Illness or Injury), Personal Leave (Carer's), Infectious Disease Leave, Accident Compensation Leave, War Service Sick Leave, Bereavement Leave, Leave for Jury Service, Defence Reserve Leave, Parental Absence, Maternity Leave, Leave for Adoption, Partner Leave, Long Service Leave, Sabbatical Leave, Spouse Leave, Cultural and Ceremonial Leave, Public Holidays, Family Violence Leave and Other Leave.

Leave may be an entitlement (eg: maternity 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.

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 written requests to the principal, Ministerial Order 1038 or through the web address

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

Staff are to check their leave balances regularly by viewing Leave Balances on EduPay via the Employee Self Service.

Staff seeking planned leave must apply in writing including the reason for leave and discuss the matter with the Principal as early as possible to assist with forward planning (note applications for Long Service Leave). Staff seeking approval for unplanned leave already taken (typically sick or carers leave) are required to apply and enter the leave on EduPay within five days after returning to work. A medical certificate is submitted, or, if it is not reasonably



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practicable for an employee to provide a medical certificate, a statutory declaration is submitted on the same day. If the employee does not process Personal Leave within five days after returning to work this may result in an overpayment requiring further action or the HR Manager entering leave on behalf of the employer. The HR summary contained in the individual staff green leave folder is to be completed with the leave details and signed by the employee for audit purposes. Appropriate documentation is to be provided as required (eg. a funeral notice for Bereavement Leave).

Personal leave is available to an employee when they are absent due to personal illness or personal injury; to care for an immediate family or household member who is sick or injured and requires the employee's care or support or who requires care or support due to an unexpected emergency; or to support a person experiencing family violence in order to accompany them to court, to hospital, or to care for children. Personal leave 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 may result in unpaid leave being entered.

Staff taking unplanned leave (typically Personal Leave) are to notify the Relief Staff Co-Ordinator as early as practicable via a phone call or during work hours via confirmation email or in person.

Staff members should not consider periods of non-face to face teaching (Administration and Planning Time APT) 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.

Staff members who are attending professional development must have the activity approved in accordance with the school Professional Development process by the Principal well in advance, irrespective of whether or not a replacement staff member is required. Approved Professional Development is not entered on EduPay as it is part of job/role.

Applications for planned Long Service Leave or Leave Without Pay or similar discretionary leave must not be entered on the EduPay system by the employee and the matter should be discussed with the Principal at least two full terms in advance.

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

In determining applications for leave with or without pay, the Principal will have regard to the following matters:

- The length of service of the employee,
- The reason for leave,



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- Availability of suitable replacement staff,
- Whether or not exceptional circumstances exist,
- Any other factor considered relevant.

A teacher is entitled to reasonable release with full pay to attend an interview for an advertised position in a government school (not private schools). The principal of the school that has the vacancy and the teacher will take all reasonable steps to ensure the timing of any release occurs at a time that avoids or minimises the need to provide a replacement teacher during the period of release.

An Education Support class employee is entitled to time off in lieu where they are required to work in excess of their normal hours of duty. Time in Lieu (TIL) is equivalent to the additional time worked. At CEPS Education Support staff who attend camps for 3 days will be entitled to 1 day TIL and 2 days TIL for a 5 day camp.

The time at which TIL is granted is at the discretion of the principal having regard to the operational needs of the school and the wishes of the employee. Time off in lieu may be granted on any day other than a day of approved leave.

Employees are required to complete the sign out register and leave form (if applicable) when leaving the school during business hours. This is a requirement regardless of the reason for leaving.

Cranbourne East Primary School will provide ongoing support to all staff in completing the Leave process through regular training and information sessions.

REFERENCES

- Human resources Employment Conditions Guide:
<https://www.education.vic.gov.au/hrweb/employcond/Pages/default.aspx>
- Ministerial Order 1038:
<https://www.education.vic.gov.au/hrweb/Documents/Ministerial-Order-1038.pdf>
- DET Personal Leave: Teaching Service
<http://www.education.vic.gov.au/hrweb/Documents/Personal-Leave-Guide-Teaching-Service.docx>
- VGSA 2017 Government Schools Agreement:
www.education.vic.gov.au/hrweb/Documents/VGSA-2017.pdf

REVIEW CYCLE

This policy was updated In February 2020 will be reviewed in accordance with DET policy.