

# Wandong Primary School – LEAVE POLICY

For period: November 2017 – November 2020

## **INTRODUCTION:**

Wandong Primary School's Leave Policy has been developed to ensure all staff are provided with the opportunity to apply for leave as per the Department of Education and Training's Human Resource – Personal Leave, Teaching Service guidelines.

## **Purpose:**

- To provide guidelines and processes to accommodate the leave requests of the staff with minimum disruption to the daily organisation and administration of the school
- To ensure leave is granted on an equitable basis recognising leave is at the discretion of the principal

## **Types of leave:**

- **Annual Leave:** A full time teaching employee is entitled to 20 days annual leave in respect for each twelve months of service. Employees are expected to use annual leave during school holidays.
- **Long Service leave:** Staff are entitled to long service leave of three months after ten years of full time eligible service. This is followed up by an additional one and a half calendar months for each subsequent five years of full time teaching service. Long service leave is an entitlement, however the granting of long service leave is discretionary. An application needs to be lodged in accordance with the school's policy and will take into regard the operational requirements of the school.
- **Personal leave:** Personal leave is available to an employee when they are absent due to illness or to care for an immediate family member who is sick and requires their care. It is also available to support a person experiencing family violence to accompany them to court, to hospital or to care for their children. Teaching employees are accredited with 114 hours of personal leave for each completed year of service.
- **Leave without pay:** Employees may be granted leave without pay for periods up to twelve months for a range of reasons including:

Family reasons	Study or training
Employment - including self-employment	Travel
Training for sporting events	Pursuing personal interests
Undertaking voluntary work	Campaigning for office

Leave without pay in excess of twelve months, including extended periods of leave, **may** be granted by the principal.
  - **Compassionate leave:** Teaching service may be entitled to compassionate leave on account of the death of a member of their immediate family or household.
- **Parental absence:** parental absence enables an employee who is a parent to be absent from duty for a total of seven years following or in conjunction with the birth, adoption or otherwise becoming a legal parent of one or more children.
- **Other leave:** Study leave, Cultural & Ceremonial Leave and Sabbatical leave – information about these types of leave are available on the DET website

**Process for applying for leave:** Staff intending to take discretionary leave (eg: long service leave or leave without pay) should apply **in writing** as early as possible to assist with forward planning.

For periods of extended leave (greater than two weeks) this should happen **prior to the end of November** of the previous year, at the latest, as this may have a direct impact upon future teacher/classroom allocation.

For shorter periods of leave (less than, or equal to, two weeks), **at least one full term's notice** should be provided.

- Staff taking personal leave should notify the Principal or nominee as early as practical
- Information about personal leave entitlements can be obtained when requested by staff through the Principal or Business Manager
- The Principal, or nominee, will make provisions for replacement staff and higher duties if/where appropriate
- The Principal can take advice from, but cannot delegate the decision making to, other officers or committees
- The granting of long service leave is dependent upon the length of leave requested, a credit balance in the staffing component of the School Global Budget and the availability of appropriate replacement staff
- Advice will be sought from the Department of Education and Training so as to not financially disadvantage the school budget
- More detailed information related to the varied leave entitlements, application and documentation processes can be accessed through the Department of Education and Training's Human Resource – Personal Leave, Teaching Service guidelines.

### ***Basis of Discretion***

In determining whether discretionary leave may be granted, the Principal will ascertain:

- how the granting of leave will impact upon the operations of the school
- the entitlement of the staff member to the leave for which he/she has applied
- the availability of replacement staff
- the availability of higher duties (where leave is granted to teachers on higher duties)

### **CERTIFICATION**

This policy was adopted at the School Council meeting held at Wandong Primary School on the 20th day of November 2017.