

POLICY

Rationale:

Huntly P.S. is responsible for administering leave for teaching, administration and ancillary staff. The Principal, - or in his/her absence, the acting Principal - is responsible for implementing the leave policy. All staff shall be entitled to the full leave entitlements as may be determined from time to time by the Teaching Service Act, Government regulations, Industrial Awards or other statewide policies. However, it may not be possible to grant all requests for discretionary leave (Long Service Leave and Leave without Pay).

The attached summary of current leave entitlements is for staff information and is not presented in full detail. School Reference Guide sections are highlighted where more detail of the leave provisions is given. Less common leave types are not included in this summary listing but are included in the attachment listing.

POLICY - DISCRETIONARY LEAVE

Personal leave will be allocated on the anniversary date of the employee's hire date. Employees who have worked full-time throughout the preceding year will be allocated 114 hours (15 days) on the anniversary date. An employee who has worked on a part-time basis or changed their time fraction during the last twelve months will receive a pro-rata amount based on the time fractions(s) worked during the preceding year.

LONG SERVICE LEAVE:

All applications are to be made to the Principal in writing.

The school policy on granting of Long Service Leave is as follows:

1. While non-minimum period of Long Service Leave applies, leave is normally granted for a minimum of one week (School Reference Guide-DET 6.9.14.4)
2. Application for leave should be submitted to the Principal by the last school day two clear terms in advance of the term in which the leave is to begin. e.g. leave to be taken in term 3 - the closing date will be the last school day of term 4 of the previous year. Long Service Leave applications are to be submitted through Edupay. Late applications may make it difficult to find a replacement. Applicants will be notified as soon as practicable of the outcome of their leave application.
3. **When considering** applications for Long Service Leave the following criteria will be followed:
 - continuation of school programs
 - previous long service leave
 - length of service
 - when multiple applications are received previous long service leave and length of service may affect decisions on granting of the leave.
 - special situations that may exist for applicants.
 - special circumstances that may exist at the school

LEAVE WITHOUT PAY:

Leave Without Pay **may be granted** for periods usually of 12 months.

Where special circumstances arise, Leave Without Pay **may be granted** for periods of less than 12 months. This sometimes causes considerable difficulty in that:

- a. Late notice means replacement cannot be planned.
- b. The rationale given by the applicant may not be consistent with the requirements of the school to provide continuity of instruction to students and the administrative backup to school operations.
- c. The decision on granting of short term leave will relate to genuine compassionate grounds rather than convenience to the applicant.

As with the 2013 Agreement, for any period of leave longer than 6 weeks the replacement will need to be advertised on Recruitment on Line.

Application should be made in writing to the Principal by the last school day two clear terms in advance of the term in which the leave is to begin. e.g. leave to be taken for the period of the school year - the closing date will be the last day of term 2 in the previous year.

Late applications **may** be accepted where special circumstances exist.

The application should be accompanied by a letter outlining the reason for the leave request.

The school policy on the granting of Leave Without Pay is as follows:

- continuation of school programs
- previous period/s of leave without pay
- special circumstances that may exist for applicants
- special circumstances that may exist for the school
- length of leave applied for
- length of service at this school

EXTENSIONS TO LEAVE WITHOUT PAY

Extensions to leave without pay **may be granted** where exceptional circumstances exist.

Application for extensions of leave without pay **must be** made in writing to the Principal, outlining the 'exceptional circumstances'.

Application **must be** made by the last school day two clear terms in advance of the term in which the leave is to begin, as above.

Consideration of the leave application will be based on 'School Policy on the granting of Leave Without Pay' and possibly 'a', 'b', and 'c' above.

GENERAL LEAVE - POLICY AND PROCEDURES

PERSONAL SICK LEAVE:

Applicants should complete the school leave form for all absences related to personal sick leave.

Medical certificates should be provided when medical practitioners have been consulted to preserve the entitlement to 5 days without medical certificate.

Medical certificates are required for:

- all absences over 3 consecutive days
- more than 5 days taken using a certificate in lieu from allied health worker such as a dentist, chiropractor etc.
- when the absence is immediately before or after a public holiday, long service leave, school vacation, on a stop work day or when required by the Principal for a particular absence.

BEREAVEMENT LEAVE:

Applicants should complete the school leave form. Supporting evidence - medical certificate requiring member to be in attendance, death or funeral notice - should be provided.

Note Additional leave without pay may be granted.

Additional leave with pay may be granted if a medical certificate is provided - this will be taken as sick leave.

*Please refer to the attachment

“Updated sections 6.9.2 and 6.9.4 for School Reference Guide-DEECD in relation to

- Personal sick leave
- Carer’s leave
- Bereavement leave.

MATERNITY LEAVE:

Application should be made in writing to the Principal. A medical certificate setting out the expected date of confinement should be provided at the time of application.

Members wishing to return to duty immediately following Maternity Leave must provide a medical certificate of suitability to resume.

Note The maximum allowable Maternity Leave is 84 Calendar days or 60 working days. (Public holidays are not added).

PATERNITY LEAVE:

Application should be made in writing to the Principal. A medical certificate setting out the expected or actual date of the birth should be provided.

Note Approval for leave outside the approved period may be given by the Principal in special circumstances.

ADOPTION LEAVE:

Applicants should complete the school leave form using the 'other leave' category.

Documented proof of the adoption should be provided.

FAMILY LEAVE:

Application should be made in writing to the Principal. The application should be accompanied by a medical certificate indicating the expected or actual date of birth, a statement from the adoption agency, or other relevant documentation. The expected date of return to duty should be shown to assist in planning - this is not an official resumption notice.

Note As this leave is quite detailed, applicants are advised to refer to the SCHOOL REFERENCE GUIDE-DEECD (6.9.13) or discuss the situation with the Principal.

- Family leave will be granted in accordance with SCHOOL REFERENCE GUIDE-DET
- Extension to the allowable leave outlined in the SCHOOL REFERENCE GUIDE-DET will only be granted in exceptional circumstances.
- It should also be noted that three months prior to the expiry of your leave without pay written notice of your intention to resume must be forwarded to the Principal.
- There are specific requirements of teachers on leave without pay in respect of superannuation contributions. Contributors would be well advised to contact the Field Officers at the State Superannuation Board.

In line with DET policy, staff on Family Leave are required to notify the Principal in writing of their return to work intentions by 1st October of each year.

LEAVE FOR OTHER PURPOSES:

Please refer School Reference Guide for information related to the granting of various forms of special leave e.g. Marriage, Sporting Competitions Emergency Services, Religious Observance, Transport Strikes, Contesting State Elections etc.

- Note*
1. *Operational considerations may influence final determination*
 2. *Merit Protection Board is the final avenue for appeals*

Important: If the school is in budget deficit, leave will only be granted if the arising vacancy can be filled from within the existing staffing profile of the school. We are unable to advertise positions or employ staff locally when in deficit.

Evaluation:

Date Reviewed	May 2018
Approved By	Huntly Primary School Council
Review Date	May 2021