

LEAVE

POLICY

Rationale:

- 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 (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.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through verbal or written requests to the principal.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning
- Applications for Long Service Leave can be submitted via Edupay – there is no longer a need for a written letter.
- Staff taking sick leave will notify the CRT Coordinator, Tamara Wright, as early as practicable.
- 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 on the operations of the school.
 - 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.
- It is preferred that staff members seeking extended Long Service Leave not be appointed to teach a Prep class and staff taking LSL may have roles within school altered to ensure smooth operation.
- In the case of an application for personal leave (illness or injury) a *required document* is a medical certificate, certificate in lieu or, if it is not reasonably practical to provide either of these, a statutory declaration. **The judgement as to whether it is practical to provide a medical certificate or certificate in lieu is a matter for decision by the Principal having regard to the circumstances of the individual case.**
- In the case of an application for personal leave (carer's) a *required document* is a medical certificate, certificate in lieu or a statutory declaration.

- For the purposes of this Policy:
- **Medical certificate** means a certificate from a registered medical practitioner within the meaning of the Health Professions Registration Act 2005.
- **Certificate in lieu** means a certificate issued by a registered health practitioner, other than a registered student, within the meaning of the Health Professions Registration Act 2005 or the Health Practitioner Regulation National Law (Victoria) Act 2009.
- **Statutory declaration means a statement or declaration which is sworn or affirmed (depending on religious beliefs) to be true by the deponent (person making the declaration) in the presence of an authorised witness.**
 - All periods of extended leave will be reported monthly to School Council.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

August 2011