

## STAFF LEAVE POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

### INTRODUCTION

The Currajong School employees are responsible for notifying the Principal and Business Manager of their Personal Leave (sick and carers), Long Service Leave and Leave Without Pay request. The Principal or delegate is responsible for approving this leave and administering all other types of leave.

All staff shall be entitled to their full leave entitlements as may be determined from time to time by the Teaching Service Act, Industrial Awards and National Employment standards, Fair Work Australia, or other state-wide policies.

Requests for discretionary leave (Long Service Leave and Leave without Pay) will be approved on a case-by-case basis, and must be requested in writing to the Principal, following the procedure outlined in this policy.

The Principal is responsible for implementing the leave policy.

Leave entitlements for staff at The Currajong School align to Fair Work employment conditions and align to the relevant awards as stated in staff contracts. When The Currajong School develops an EBA, this will include leave entitlements. Staff can find out their individual entitlements through the following:

- Personal leave balances are available on employee pay slips
- Long Service Leave (LSL) balance can be requested by contacting the Business Manager.
- Four weeks Annual Leave and associated leave loading, is paid in the summer holiday period between Term 4 and Term 1 of the new year,

### POLICY – DISCRETIONARY LEAVE

#### (a) Long Service Leave

**Whilst long service leave is an entitlement, the timing of leave is discretionary**

All applications are to be made to the Principal through verbal and written communication.

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

1. While a non-minimum period of Long Service Leave applies, Long Service Leave is normally granted for a minimum of one week.
2. Application for Long Service Leave should be submitted to the Principal by term three of the previous year. Or a minimum of two terms in advance (22 weeks).
3. **When considering** applications for Long Service Leave the following criteria will be considered but not limited to the:
  - impact to continuation of school programs;
  - previous long service leave history;
  - length of service;
  - when more than 1 staff member applications are received previous Long Service Leave history and length of service may affect decisions of granting of the leave;
  - special situations that may exist for applicants; and
  - special circumstances that may exist at the School.

#### **(b) Leave Without Pay**

Leave without Pay **may be granted** for periods of up to and including 12 months. (LWOP is not common practice at The Currajong School, and will be considered on an individual case by case basis)

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

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

- a. Late notice means smooth transitions and class handover 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.

For applicants to be considered, application should be made, where practicable, by verbal and written communication 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 two in the previous year.

Late applications **may** be considered where special circumstances exist that fall outside of the above requirement for Leave Without Pay.

All applications shall be accompanied by a letter outlining the reason for the leave request and include dates of leave requested and dates of any other leave without pay granted.

**When considering** applications for Leave without Pay the following criteria shall be considered but not limited to the:

- impact to continuation of school programs;
- previous history of Leave Without Pay;
- special circumstances that may exist for applicants;
- special circumstances that may exist for the School.
- length of leave applied for; and
- length of service at this school.

#### **(c) Extensions to Leave Without Pay**

Extensions to Leave Without Pay **may be granted** where exceptional circumstances exist.

Application for extensions to Leave Without Pay **must be** made in writing to the Principal, over viewing the 'exceptional circumstances'.

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.

#### **(d) Late Arrival to School**

Where a staff member has arrived at school later than usual start time or is unexpectedly late to school they are required to report to the office to inform of their arrival at school.

#### **(e) Personal Leave**

Personal Leave is available to an employee when he or she is absent due to illness or injury; or care for an immediate family or household member who is sick and requires the employee's support or who requires care due to an unexpected emergency.

Medical certificates should be provided when medical practitioners have been consulted to preserve the applicant's entitlement.

Medical certificates are required for:

- all absences over three consecutive days;
- when the absence is immediately before or after a public holiday, Long Service Leave, School vacation, on a stop workday; or
- when required by the Principal for a particular absence.

In the event:

- \* of a staff member being absent for extended Personal Leave (more than one week) they are requested to email their medical certificate to the School; or
- \* of a staff member being absent in the last week of a term they are requested to email their medical certificate to [admin@currajong.vic.edu.au](mailto:admin@currajong.vic.edu.au) if they are unable to return to school by the last day of term

This is to avoid any overpayment that may occur due to insufficient Personal Leave credits.

Medical Certificates for Personal and Carers Leave:

- \* are to be provided to the office by the third day of return of absence; or
- \* are to be scanned and submitted through email to [admin@currajong.vic.edu.au](mailto:admin@currajong.vic.edu.au)

Original certificate is still to be provided to the school and kept in staff file.

#### **(f) Bereavement Leave**

Supporting evidence - medical certificate requiring member to be in attendance or death or funeral notice (for direct family members) - should be provided.

*Note* Additional leave without pay may also be considered appropriate.

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

#### **(g) School Activities, Camps and Excursions**

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### **POLICY – PARENTAL LEAVE**

*Note* As this leave is quite detailed, applicants are advised to discuss the situation with the Principal.

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.

- Parental Leave will be granted in accordance with details in the award and Fair Work Australia.
- Extension to the allowable leave outlined will only be granted in exceptional circumstances.
- It should also be noted that three months prior to the expiry of your leave, written notice of your intention to resume must be forwarded to the Principal at The Currajong School.

#### **(a) 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.

#### **(b) Partner Leave**

Application should be made in writing to the Principal. The Principal shall be satisfied the applicant has accepted responsibility for the care of a child.

#### **(c) Other Paid Parental Leave**

Application should be made in writing to the Principal. Applicants should complete the School leave form using the 'other leave' category.

Documented proof of an adoption should be provided stating date of placement.

### **PROCEDURE FOR DAILY ABSENCE – PERSONAL LEAVE**

- 1) All staff must text/SMS the daily absence phone by no later than 7.00am on Monday to Friday. If staff know they are going to be away the night before or early morning, please text as soon as you can.

The message should include:

- Your name;
- Your room;
- The date;
- The reason you're away; and
- If you have release time on that day (teachers only).

The reason for this is so that the daily organiser can source a CRT replacement from ANZUK in enough time.

- 2) If you are running late or arriving late and it is not planned please SMS/Text the daily absence phone and contact the school. You will need to let the office know when arrive so it can be entered in the diary.
- 3) **Planned Personal Leave:** If you are planning in advance to use one of your sick days with or without a certificate, please let the daily organiser/Principal

know well in advance. Once it is in the diary then you will receive an email to confirm your planned personal leave is approved.

- 4) If your planned or unplanned Personal Leave is less than a full day, all staff of The Currajong School are required to take ½ a day leave which will be 9-12 or 12-3 as a minimum as we can only book a CRT for 3 hours.

## EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.