

# Murtoa College

## 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.

### Leave Parameters

- Employees are entitled to 20 days (pro rata) Annual Leave (Education Support Staff are entitled to an additional 30 days paid leave pro rata)
- Leave may be an entitlement (eg: Family Leave), or may be awarded at the discretion of the principal (eg: Bereavement Leave, Leave Without Pay) as per the Victorian Government Schools Agreement 2013
- 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 as well as budgetary issues.
- Each form of leave is granted subject to a variety of legislative requirements.
- It is expected that, where leave is granted for one term or more to a teaching member of staff, that the staff member would not normally be teaching VCE and this may impact on the allocation of extra duties
- Information about entitlements is found at the following website <http://www.eduweb.vic.gov.au/hrweb/> or staff can talk to the principal or business manager about their entitlements.
- The Edupay website gives details of personal leave credits <https://edupay.eduweb.vic.gov.au/>
- The Edupay system will send a confirmation email when leave is approved, normally within one week of the leave request for sick leave, or within one month for long service leave.
- Staff need to apply for leave through Edupay if they are absent from work during normal work hours and not undertaking school duties

### Implementation

#### Long Service Leave

- Information about leave entitlements can be obtained from the Edupay website
- Applications for Long Service Leave must be submitted through Edupay once it has been approved by LAC and should be received by the principal at least 2 full terms in advance for teaching staff and one full term in advance for support staff. It is preferred that applications for Long Service Leave exceed 31 working days.

- Staff seeking discretionary leave must apply to the principal in writing as early as possible to assist with forward planning
- 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 and on how the leave may impact upon student learning and achievement.
  - The financial impact of the leave and the school's budgetary situation.
  - 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.
  - Compassionate reasons

### **Sabbatical Leave**

- Information about leave entitlements can be obtained from the Edupay website
- Applications for Sabbatical Leave must be submitted through Edupay once it has been approved by LAC and should be received by the principal at least 2 full terms in advance for teaching staff and one full term in advance for support staff. Staff seeking discretionary leave must apply to the principal in writing as early as possible to assist with forward planning
- The Principal will make provision for replacement staff and higher duties where appropriate.
- In determining whether leave may be granted, the Principal will consider: -
  - The impact the granting of the leave will have on the operations of the school and on how the leave may impact upon student learning and achievement.
  - The financial impact of the leave and the school's budgetary situation.
  - The entitlement of the staff member to the leave for which they have applied.
  - Previous leave record.
  - Compassionate reasons

### **Personal (Sick and Carers') Leave**

- Staff taking sick or carer's leave will notify the Daily Organiser as early as practicable.
- Staff are responsible for entering their own sick and carer's leave details onto Edupay. If assistance is required the Business Manager is available to help.
- Leave requests must be entered by the end of the following week and the certificate handed to the Business Manager
- A reminder email will be sent to staff who have not submitted a leave request by the end of the following week. If after one further week there has been no request, the leave will become leave without pay
- Staff on extended sick leave (more than ten days) will have their leave entered by the business manager

### **Leave Without Pay**

- Requests for LWP should be submitted to LAC as early as possible in order to accommodate the request
- The request for LWP should outline the reasons for the request (no more than 1 A4 page)
- In considering LWP the Principal in conjunction with LAC will take into consideration the impact the granting of the leave has on the operations of the school, the financial impact of the leave and the school's budgetary situation

- LWP is not subject to reimbursement by the DET and so has a direct financial cost for the school, it also impacts on the ability of the school to attract quality staff
- As Leave Without Pay is not an entitlement, it will generally only be granted in exceptional circumstances

#### **Time in Lieu (Support staff only)**

- In certain circumstances time in lieu is available for support staff who are required to work additional hours
- The additional hours are to be negotiated with the Principal and will be documented by the Business Manager
- Examples include:
  - Business Manager – for duties at finance meetings
  - MATES coordinator – for attendance at MATES meetings after hours

#### ***Evaluation***

This policy was last ratified by School Council...

June 2017