Doncaster Gardens Primary School
Staff Leave Policy

Philosophical Basis:
The Staff Leave Policy provides a mechanism for the approval of leave for teaching and non-teaching staff. It also ensures that merit and equity principles are always applied when dealing with all applications for leave.

Guidelines:
• The Department of Education and Early Childhood Development has devolved the approval of leave to the school Principal.
• The Principal has the sole responsibility for granting leave, however the School Council may have some involvement due to budgetary considerations.
• Specific details relating to Long Service Leave and Leave Without Pay are included in Section 6 Management (Human Resources Management) of the ‘Victorian Government Schools Reference Guide’, which forms the basis of this policy.
• From 2009, Long Service Leave will be expressed in hours under the Victorian Schools Agreement 2008.
• Staff members who are granted leave are expected to provide all necessary work documents for replacement personnel. For teaching staff, the documents should include student assessment records and work programs, as well as details of work covered.

Implementation:
While no minimum period of Long Service Leave applies, leave will not normally be granted for periods of less than five working days
• Leave Without Pay may be granted for up to twelve months. For further details refer to Section 6 Management (Human Resources Management) of the ‘Victorian Government Schools Reference Guide’. Access to the website is available at: http://www.eduweb.vic.gov.au/hrweb/
• Teachers should also refer to this section for vacation pay entitlements following leave taken without pay.
• Applicants need to understand that leave may only be approved providing the leave will not adversely affect the delivery of the curriculum at the school, and suitable replacement staff can be employed from within the School Global Budget. It may be necessary to defer leave in some instances, on the basis of a large number of applicants applying for the same period of leave. In such cases it would be necessary to view each application on a case-by-case basis.
• Applications for extended leave should be submitted in the first instance in writing to the Principal, and should be lodged with the Principal no later than the last day of Term 3 in the year prior to the intended commencement of leave.
• The Principal may grant leave to applicants even when these conditions cannot be met, in exceptional circumstances, such as pressing necessity.
• In general, the Principal will deal with the application, but should a panel be required it shall consist of the Principal, Assistant Principal and a merit and equity trained staff member.
• A staff member may seek reconsideration of a leave decision where leave has been refused. The reconsideration would be undertaken by a panel consisting of the Principal, an Assistant Principal who was not involved in the original decision, and a relevant staff member with responsibility or delegated responsibility for the applicant’s work area. This panel must include a merit and equity trained member. Should the applicant continue to be aggrieved, an application to the Merit and Equity Board may be considered.
• Resumption of duty before the scheduled end of leave may not be granted unless suitable staffing arrangements can be made to accommodate the staff member’s return.
• An employee who is pregnant is required to absent herself from duty for the period six weeks before the expected date of birth of her child until six weeks after the actual date of birth of her child. In the event that the actual date of birth occurs earlier than the expected date of birth the employee is required to absent herself from duty for the period six weeks from the actual date of birth.
• Long Service Leave is the period from and including the first working day the staff member is absent from duty, and continues up and until the first working day of the staff member’s return to work. An absence of one week constitutes five days of Long Service Leave under the present Agreement.
• Where Long Service Leave is to commence at the beginning of a school term and/or to end at the conclusion of a school term, the school vacation period immediately preceding and/or immediately following the leave is not counted as part of the Long Service Leave. Long Service Leave granted on both sides of a school vacation includes the school vacation.
• Staff leave will be entered on Edupay as appropriate.

Evaluation:
This policy will be reviewed every three years by the Principal and the Education Subcommittee, unless there is a change to Department of Education and Early Childhood Development policy and/or guidelines in this area.

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