



LEAVE

Revised January 2016

Responsibility: David Ingham (Principal)

(This is written following the guidelines 'Schools of the Future Reference Guide', Section 6.9 AND would be interpreted using Equal Opportunity Policies and Guidelines)

Purpose

- To ensure all staff have access to their leave entitlements.
- To ensure all staff understand these entitlements.
- To develop a process to enable the School to make provision for the replacement of staff on extended leave.

Nature

There are a variety of reasons for which staff may apply for leave from the School. These would include:

- Sick leave (short and long term)
- Long service leave
- Pressing necessity leave
- Leave without pay
- Exchanges of teaching staff (regional, interstate and international)
- Teacher to industry placements
- Study leave
- Spouse leave
- Maternity leave
- Court attendance leave

Particular details pertaining to these leave provisions are available for staff to read in the reference manual listed above starting at Section 6.9.

Implementation

Sick leave is an automatically covered form of leave. Staff will contact a nominated member of staff who will make arrangements for replacement staff. In the event there is no one available, the Principal or specialists may be used. Alternatively, the class may need to be split up around the other classes if no one is available.

Pressing necessity leave may be discussed with the Principal without the formalities of a written expression of interest.

All other forms of leave must be in writing addressed to the Principal. Details include:

- Name
- T0 number
- Dates
- Type of leave
- Purpose

Applications must be in at least one term before the intended time to take long service leave.

Long service leave (section 6.9.14.4) will be approved providing that the leave will not adversely affect the running of the School and suitable replacement staff members are available. Leave can only be approved if a person is eligible. This eligibility will be established by the Principal through a CASES inquiry.

There will be no priority in terms of how leave is allocated, when two staff members apply for the same time frame. If the School is able, the applications of both staff members will be granted. In the event of more than 2 staff members applying for leave at the same time, the order of application lodgement will apply, and the last person to lodge his/her application will be unsuccessful.

It should be noted, when staff apply for long service leave the School prefers the time fraction to be over 6 weeks as the Education Department will cover these costs outside our budget. However leave may be granted for less than 6 weeks.

In the event long service leave is requested for pressing necessity purposes and two staff have already applied for leave, it will be at the discretion of the Principal to determine the feasibility of this leave being granted.

Staff have the right of appeal to the Merit and Protection Board.

Evaluation

- The successful and smooth running of the School will be the main evidence of a successful leave policy.
- Minimal disruption to classroom management and ongoing nature of the education process.