



LEAVE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Noble Park English Language School on 9546 9578.

PURPOSE

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. This policy covers all leave.

A range of leave provisions are available to Department employees. In determining whether leave may be granted, the Principal/Manager will need to ascertain the entitlement of the employee to the leave for which he/she has applied and consider the impact the granting of leave will have upon the operations of the school. An employee employed for a fixed term has no entitlement to any form of leave beyond the date employment would otherwise have ceased.

This policy should be read in conjunction with the Ministerial Order 200 (Part 6) and DET's HR Policy website.

OBJECTIVE

- 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.

POLICY

Operational Procedures

- Eligibility for leave must be determined prior to application. Information about leave entitlements can be obtained by staff through verbal requests to the principal, or through the web address displayed at the bottom of this policy. Leave credits can be accessed on Edupay.
- Staff members who are attending professional development must have the activity approved by the Assistant Principal irrespective of whether or not a replacement staff member is required.
- All staff are expected to record and manage their leave on the EduPay self-service system. <https://edupay.eduweb.vic.gov.au> within 4 days of returning to school.
- For each day that an employee is absent on approved leave, the hours of work for the purposes of debiting leave shall be taken as 7.6 hours (7 hours and 36 minutes). Where an alternative



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arrangement of days and hours is approved, leave shall be debited on the basis of the actual hours to be worked on the day of the leave.

- Leave may be an entitlement (e.g. maternity leave), or may be awarded at the discretion of the principal (e.g. 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 as well as budgetary constraints.
- Staff members should not consider periods of non-face to face teaching as periods of leave. Non-face to face teaching is an entitlement to carry out teaching and administrative responsibilities without student supervision. It is not time that staff members should consider available to carry out personal business, unless previously approved by the Principal.
- In determining whether leave may be granted, the Principal will consider:
 - Whether the leave is discretionary or an entitlement.
 - Whether or not exceptional circumstances exist.
 - The impact the granting of the leave will have the operations of the school.
 - 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.
 - Whether leave has been applied for in timely manner
 - Availability of replacement staff.
 - The staff member's previous leave record.
- Leave must be applied for on Compass and on Edupay. Staff must check Edupay for leave balances.
- Each form of leave is granted or denied subject to a variety of legislative requirements and school based matters.

Note: The Principal is the decision maker and as such may grant leave outside of all the procedures outlined in this policy statement. (This is to enable the Principal to grant leave in sensitive circumstances and to protect the privacy of staff involved.)

Sick Leave

- If absences are known in advance, please notify the P-10 Co-ordinator in a timely manner beforehand.
- Medical certificate or 'certificate in lieu' is required, if:
 - an aggregate of greater than 5 days in a calendar year, or
 - away for more than three consecutive days, or
 - leave taken before and/or after a public holiday or school holidays, or
 - the absence occurs on a stopwork day, or
 - the Principal requests it for any reason.
- Staff seeking approval for unplanned leave they have already taken (typically sick leave) are required to apply for the leave using the EduPay system within 4 days of returning to work and provide the HR officer with supporting documentation, e.g. medical certificates.
- Staff members who do not comply with this requirement will generally have their leave entered as 'Sick Leave Without a Certificate' which may result in the loss of a day's pay.



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- All staff are reminded that sick leave is for the purpose of supporting the staff member during times of illness or to receive medical treatment etc – it is not designed to be used as a form of paid flexi-leave from the school to carry out domestic or recreational pursuits.

Family leave

- Family Leave is 16 weeks for the mother and 4 weeks for the partner.
- With regards to the birth or adoption of a child, paid or unpaid leave will be granted upon receipt of supporting documentation.

Long Service Leave (LSL)

- Applications for planned Long Service Leave or Leave Without Pay or similar discretionary leave must be discussed with the Principal two terms prior for planning purposes unless there are extenuating circumstances which may be considered.
- Staff will have LSL approved only once a year. The timing of the leave will depend on the school's needs.
- School priorities may determine the granting of Long Service Leave. Applications will be granted considering:
 - Effect that each replacement will have on the school.
 - The availability of suitable replacement staff.
- If multiple requests for leave are received the following process will determine eligibility:
 - The member who has not had LSL for the longest period.
 - The personal needs of each applicant.
- Special circumstances may arise from time to time which will necessitate the granting of long service leave. Consideration will need to be given within the framework of School's Global Budget for emergency leave considerations..

Leave Without Pay (LWOP)

- Applications for Leave without Pay must be in writing and reach the Principal by the end of October of the year prior to the requested leave. Applications must specify the period of leave sought. Leave Without Pay does not count as service.
- Absence from school for reasons other than approved Departmental leave will result in leave being entered as 'Leave Without Pay'.

Carer's leave

- Where a required document is provided for carer's leave it must state that the person requiring care and support is suffering from an illness which requires care by another person or requires care or support due to an unexpected emergency.

Other requests will be assessed on a case by case, if there are compassionate grounds.



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COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Included in staff handbook
- Discussed at annual staff briefings/meetings

FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): [Leave](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Approved by	Principal
Next scheduled review date	November 2026