



ELTHAM HIGH SCHOOL

POLICY DOCUMENT

Staff Leave Policy

INTRODUCTION

All staff leave entitlements are prescribed in the conditions of employment and the issue of granting leave within these State and Federal guidelines will be determined by the Principal in consultation with the "School Consultative Committee." The processes and decisions must be fair, consistent and in the best interests of the entire school community.

To maintain the continued good running of the school a written leave policy with clearly defined processes and procedures must be in place that are consistent with all State and Federal Leave Guidelines and Awards. Eg: Teachers Service Act, Memo for Full Staffing Flexibility, Federal and State Award, Individual Employment Agreement.

PHILOSOPHY

Members of the school staff have a right to take leave based on their accrued leave entitlements (Long Service Leave - LSL) and to apply for other forms of leave both paid and unpaid that may address specific individual needs, within the framework of the workplace, the Department of Education and Early Childhood Development and relevant state and federal legislation.

Eltham High School acknowledges the benefits of staff taking leave both for the individual and the school: increased job satisfaction and performance; renewed energy and increased morale; improved well-being and reduction of stress; increased opportunity for study; increased flexibility with caring and other personal commitments; increased support for the school's continuous improvement agenda. As a result, Eltham High School will consider applications for leave in a way that is equitable and fair with the understanding that the needs of the workplace must be considered as well as the needs of the employee.

POLICY STATEMENT

When granting any leave the Principal will consider the following factors: time when the initial application was lodged, length of service, last period of leave, length of leave sought, applicant's leave history, reasons for leave in context to individual circumstances eg: compassionate grounds, availability of replacement staff, the number of staff applying for leave at the same time, impact of leave on the school's program and its management and the financial costs to the school.

GUIDELINES/PROCESSES FOR IMPLEMENTING THE POLICY

This leave policy is to be applied in accordance with the guidelines as prescribed in the "School Policy & Advisory Guide" and in section 7 of the "Teaching Service Act".

- The minimum period allowed for LSL will generally be thirty-one days. In exceptional circumstances leave may be granted for shorter periods of time, but not less than five days. Staff will be asked to nominate preferences for the term sought to facilitate the implementation of this guideline.
- Leave Without Pay (LWOP) may be granted at the discretion of the Principal for up to twelve months. In general, when LWOP is approved, each staff member will only be granted up to one 12 month period of leave. LWOP generally will not count for service.

- All leave applications will be treated as confidential and must be made through “eduPay” and through the official school application form and be supported by the appropriate documentary evidence. Eg: sick leave – medical certificate, bereavement – death/funeral notice with advice establishing the staff member’s relationship to the deceased, study leave – course enrolment, LSL – details of the leave etc.
- An application form for LSL, LWOP or any form of Family Leave must be submitted to the Assistant Principal (Operations) or the Principal.
- Applications for planned LSL and LWOP in the following year are invited in 3rd term each year. (Applications for Leave may be made after this time but they will be considered in the light of decisions already made.)
- All leave applications will be considered by the school Consultative Team (OC) who will make a recommendation to the Principal.
- Prioritizing of applications will be flexible rather than directive. Priority considerations include: health issues, compassionate and compelling personal and /or family circumstances, activities undertaken whilst on leave which could benefit the school eg: study leave. Leave for pressing necessity will be considered on an individual basis.
- Decisions regarding the granting of LSL and LWOP for the following year will generally be made by the end of Term 3.
- Staff planning to take extended leave during the year will be unlikely to be timetabled into Year 12 classes. Any exceptions would only occur where such an absence is deemed not to be detrimental to the students’ learning program.
- An application for Leave does not in itself give authority for Leave to be taken. Staff must wait for written advice that the application has been approved before taking leave.
- The applicant will be notified in writing of the outcome of the leave application and all correspondence regarding this matter will be placed in the staff member’s personal file.
- Staff who wish to withdraw or change leave must give at least one term’s notice however if a replacement has already been secured then variations or cancellations of the original leave application will not be possible.
- To resume duty early from any form of leave, a staff member must seek approval first from the Principal. Approval of early resumption is dependent upon suitable staffing arrangements being made to accommodate the return to duty. However, if a replacement has been appointed to a fixed term contract then variations to the original return date will not be possible.
- An appeal arising from an unsuccessful leave application can be made to the school consultative team (OC) for teaching staff, ES staff and School Council employees.
- Where disputes are unresolved an appeal can be lodged with the “Merit Protection Board.”
- Staff wishing to apply for any type of leave should consult with the Assistant Principal - School Operations (teaching staff) or the Business Manager (ES and School Council Employees) in regard to eligibility, verifying of service, entitlements, pay and superannuation advice before applying for Leave. Information such as this is also available on “eduPay”.
- As part of the planning process for the following year, by the end of August of each year, the Principal will contact staff members who are on any type of extended leave in order to determine their intent to return to work.

BASIS OF DISCRETION

The school Principal has the final decision as to whether leave is granted. Leave in the case of pressing necessity will be considered directly by the Principal, at the time of need.

RELATED POLICIES

- Workplace Health and Safety
- Student Engagement and Well Being Policy
- Staff Code of Practice
- Privacy
- Teaching Allotments Policy
- DEECD Guidelines
- Industrial Awards and Agreements

REVIEW

This policy should be reviewed every 3 years.

Date Endorsed: 28 August 2013

Executive Officer

Eltham High School Council

CONSULTATION PROCESS AND WORKING PARTY INFORMATION:

This policy was written by: Vincent Sicari

Consultation has taken place with the following groups:

Group	Consultation
	✓
School Operations Committee	✓
Staff	✓
Students (randomly selected group)	
Parents (randomly selected group)	
Members of the Community	
Planning and Policy Review Team of Council	✓
School council	✓
Other (where relevant please specify)	

PROCESS FOR POLICY DEVELOPMENT AND REVIEW

