

Glenferrie Primary School staff leave policy



Rationale:

An essential part of the school's Workforce Planning Strategy is forward planning to accommodate the leave requirements of staff. This document is intended to offer all school staff, teaching and non-teaching, information and constructive advice on applying for and the granting of leave. This Policy should be read in conjunction with the Victorian Government Schools Reference Guide 6.8, the School Staffing Handbook and the Victorian Government Schools Agreement 2004.

Aims:

- Members of the principal class, members of the teaching service and education support staff have a right to certain leave entitlements and, through the Principal/delegate, qualified rights to other entitlements.
- Leave entitlements:
 - are a fundamental condition of employment
 - support equal employment opportunity
 - support the balancing of work and family responsibilities
 - maybe either non-discretionary or discretionary
- Where an entitlement exists, and discretion is relevant, every effort shall be made to respond to a staff member's request for leave.
- In all matters associated with the consideration and the granting of leave, there will be recognition of the interests of the school and individual staff members, taking into account staffing requirements, school operations, and the educational programs of students.

Timeline:

- **All requests for leave** should be submitted with as much notice as possible other than in exceptional and unanticipated circumstances.
- Teachers are asked to indicate their intention to apply for any type of leave on the Teacher Preference forms, which are filled in at the end of each year in preparation for the coming year.
- Any application for leave (e.g. Long Service, Leave without Pay etc.) must be made to the Principal, in writing at least *one full school term* prior to the commencement of the proposed leave.
- The timing of some types of non-discretionary leave may be required to be negotiated with the Principal.

Criteria for the Granting Of Leave:

In considering and prioritising applications for leave, the following criteria will be taken into account:

- The Guiding Principles outlined above.
- The number of staff requesting leave in a related time frame.
- As stated in the Victorian Government Schools Reference Guide, Leave without Pay will only be granted for the period of a full school year except in extraordinary/compassionate circumstances. Leave without Pay may be extended for up to 2 additional years.
- Staff members with ongoing employment *may* be granted leave to take up a shorter term of employment (minimum of 1 year) at another school or DE&T venue for a period of up to 3 years.

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- Whilst it is recommended that Long Service Leave should not normally be granted for periods of less than one calendar week, in extraordinary or compassionate circumstances staff members with entitlement *may* be granted Long Service Leave for shorter periods.
- Priority **should be** given to staff whose applications are based on health issues, compassionate and compelling personal and/or family circumstances.
- Priority **may** be given to staff that have had an application for leave recently refused, or who have not taken leave in the recent past, or whose activities while on leave could benefit the school or provide personal professional growth, e.g. Study leave.
- When a number of staff have requested leave for the same time period these may need to be prioritised considering the points listed above and the needs of the school. The Principal will consult with staff about the flexibility and staging of their leave.
- Discretionary leave will normally be granted no more than once per year to any staff member. Consideration may be given in exceptional circumstances.

Appendix 1 -TYPES OF LEAVE:

Non-Discretionary Leave

There are a number of types of leave, which must be authorised by the Secretary of the Department of Education & Training or his/her delegate if an entitlement exists and the necessary evidence is provided. Examples of non-discretionary leave include:

▪ Paternity, maternity & family	▪ Sick leave
▪ Jury service leave	▪ Adoption leave
▪ Infectious diseases leave	▪ War service leave
▪ Defence force training	▪ Carer's leave
▪ Court attendance leave	▪ WorkCover leave
▪ Bereavement leave	▪ Transport Accidents leave
▪ Most forms of Spouse leave	

Discretionary Leave

This type of leave is authorised at the discretion of the Secretary of the Department of Education & Training or his/her delegate and therefore may be either supported or refused. For discretionary leave to be granted, an entitlement **must** exist, and evidence provided if required.

Examples of discretionary leave include:

▪ Long Service leave	▪ Study leave
▪ Marriage leave	▪ Religious Observance leave
▪ Natural disasters leave	▪ Emergency services leave
▪ Trade Union Training leave	▪ Leave without pay
▪ Leave for Sporting competitions	▪ Transport strikes
▪ Local Government leave	▪ Some types of Spouse leave

APPENDIX 2

TEACHING, REPORTING AND ASSESSMENT OBLIGATIONS OF STAFF TAKING LEAVE:

- Meeting with their CRT or fixed term replacement staff to discuss smooth transition of teaching responsibilities, including the provision of current and up to date planning/evaluation documents.
- Meeting the school's assessment and reporting commitments to parents