Leave Policy (2012) – Stratford Primary School

**Rationale:**
- 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 staff member 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/work unit.
- This policy should be read in conjunction with the Ministerial Order 199 and the Department’s HR policy website HRWeb.

**Aims:**
- 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.

**Implementation:**
- Leave may be an entitlement (e.g. Family Leave), or may be awarded at the discretion of the principal (e.g. leave without pay)
- Leave may be paid or unpaid or at full-pay or half-pay.
- The principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through verbal requests to the principal or bursar or on the web at http://www.education.vic.gov.au/hrweb/employcond/leave/default.htm
- Staff seeking discretionary leave must apply in writing to the principal early as possible to assist with forward planning
- Applications for Long Service Leave must be in writing to the principal at least one full term in advance.
- Staff taking sick leave must notify the Principal as early as practicable.
- The Principal will make provision for replacement staff and higher duties where appropriate.
- In determining whether leave may be granted, the Principal will consider:
  - Whether the leave is discretionary or mandatory.
  - The impact the granting of the leave will have on the operations of the school. (e.g. two partners in the same planning team may not be granted leave at the same time, more than one integration aide may not be granted leave at the same time)
  - The entitlement of the staff member to the leave for which they have applied.
- Period of time since last leave period compared to other applicants.
- The order of leave applications for a term or year. (as well as fairness and equity)
- Availability of replacement staff.
- Previous leave record.
- Special circumstances (e.g. death in family can be considered by the principal to grant LSL in shorter time blocks or with less notice) Impact on learning programs will be the determining factor in this situation.
- All periods of extended leave will be reported to School Council.
- Once approved by the Principal then leave must be recorded on EduPay.

**Evaluation:**
This policy will be reviewed as part of the school's three-year review cycle.

**Appendix – Types of Leave.**

- **Discretionary Leave** – authorised at the discretion of the Principal. An entitlement must exist and evidence provided.

Examples of discretionary leave:
- Long Service Leave
- Study Leave
- Trade Union Training Leave
- Religious Observance leave
- Leave for Sporting competitions
- Emergency Services Leave
- Local Government leave
- Leave without Pay
- Transport Strikes
- Spouse Leave

- **Non-Discretionary Leave** – must be authorised by the Principal

Examples of discretionary leave:
- Paternity, maternity and family
- Adoption Leave
- Jury service leave
- War service leave
- Infectious diseases leave
- Carer’s leave
- Defence Force training
- WorkCover leave
- Court attendance leave
- Transport Accidents leave
- Bereavement leave