



IRAMOO PRIMARY SCHOOL No. 5152

STAFF LEAVE POLICY

Context:

Effective workforce planning assists decision making and helps to implement good staff management practices. This includes forward planning to accommodate the leave required by staff. This document provides information and advice on applying for and the granting of leave. This policy should be read in conjunction with Ministerial Order 199 and the Department's HR policy website - HRWeb:

<http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

This policy does not deal with applications for flexible work arrangements. It is proposed to develop a school based policy consistent with Department policy and using the school's agreed consultative arrangements. It may be feasible in the future to bring together the leave policy and the flexible work policy.

Note that some forms of leave are discretionary; e.g. Leave Without Pay (LWOP) whilst others are non- discretionary; e.g. maternity leave.

Staff are asked to indicate their **intention** to apply for leave on the Staff Preference forms, which are filled in at the end of each year in preparation for the coming year. Note this intention is not binding.

Applying for Leave:

To enable the school to balance the needs of the school with the needs of employees, applications for leave should be made to the Principal in accordance with the timelines below:

- Applications for Personal Leave (Sick Leave and Carer's Leave) should be made as soon as is reasonably practicable and supported by a document, if required.
- Written applications for Long Service Leave and LWOP, at least *one full school term* prior to the commencement of the proposed leave. (This does not, however, preclude the Principal from considering an application at other times)

Consideration of applications:

In considering applications for leave, the following factors will be taken into account:

- the number of staff requesting leave in a related time frame;
- the type of leave being requested;
- leave previously granted to that employee;
- the reason for the leave;
- where appropriate (e.g. study leave or LWOP) the potential benefit of the leave to the Department of Education and Training (DET), the school and/or the individual employee;
- the availability of suitable replacement staff;
- the impact on the educational programs of the school.

Notes regarding applications:

- Whilst it is recommended that Long Service Leave should not normally be granted for periods of less than one calendar week, the Principal may grant Long Service Leave for shorter periods in exceptional circumstances.
- Staff members anticipating any type of extended leave during the school year are asked not to request a teaching position in the Prep grade.
- The timing of some types of non-discretionary leave may be required to be negotiated with the Principal.
- Leave Without Pay will only be granted for the period of a full school year except in extraordinary/compassionate circumstance. LWOP may be extended for up to two additional years.
- Staff members with ongoing employment at Iramoo *may* be granted leave to take up a term of employment (minimum one year) at another school or DET venue for a period of up to three years.
- Discretionary leave will normally be granted no more than once per year to any staff member. Consideration may be given in exceptional circumstances.

Evaluation:

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

Resources:

Click on the link below to access the A – Z Topic Index located in the Human Resources homepage.

<http://www.education.vic.gov.au/hrweb/aztopic/Pages/default.aspx>

- **Flexible work policy**
- **Merit Protection Boards**
- **Ministerial Order 199**
- **Victorian Government Schools Agreement, 2013**

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 and Training or his/her delegate if an entitlement exists and the necessary evidence is provided. Examples of non-discretionary leave include:

■ Paternity/partner, maternity & family	■ Adoption leave
■ Jury service leave	■ War service leave
■ Infectious diseases leave	■ Carer's leave
■ Defence Force training	■ WorkCover leave
■ Court attendance leave	■ Transport Accident leave
■ Bereavement leave	

- **Discretionary Leave**

This type of leave is authorised at the discretion of the Secretary of the Department of Education and 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 (i.e. timing of 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

A more comprehensive list of available leave types is available on HRWeb.

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.