

## Staff Leave Policy

### Rationale

The fair, reasonable, clear and equitable approval of leave requests is important for staff at Gisborne Secondary College.

### Purpose

The purpose of this document is to set out clear leave policies for staff at Gisborne Secondary College.

The policies in this document are designed to :-

- ensure that applications for leave are treated, considered and determined on an equitable basis; and
- provide staff with information on the criteria applied to decisions on leave applications.

### Definition

The contents of the document cover only those areas where there is some discretion available to the management of Gisborne Secondary College.

In all cases of applications for all types of leave the relevant legislation and the guidelines contained in the School Personal Leave Manual will be applied in the first instance.

[http://www.education.vic.gov.au/hrweb/Documents/Personal leave-school based staff-policy.pdf](http://www.education.vic.gov.au/hrweb/Documents/Personal%20leave-school%20based%20staff-policy.pdf)

Applications for many types of leave such as sick leave, carer's leave, study leave, jury service leave and maternity leave are not covered in this document. This is because the administration requirements for these types of leave are adequately covered in the Department's A-Z HR Guide

[http://www.education.vic.gov.au/hrweb/employcond/Pages/default\\_leave.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx) and then selecting the type of leave you would like to enquire after. This site will be used as a reference when the legislation or guidelines do not fully cover the circumstances of the application.

"Short-term Long Service Leave" is long service leave less than six weeks (30 days) in length.

### Implementation

Applications for Long Service Leave (or other leave covered by Part 6, Division 17 Order 199) must be made online via the DEECD Edupay site before any consideration will be made in regard to approval.

Whilst long service leave is an entitlement, the timing of the leave is discretionary. Applications for Long Service Leave will generally be referred to a Leave Applications Committee for initial consideration.

The Principal shall have regard to the recommendations of the Leave Applications Committee but is not bound by them.

When considering applications for leave the Principal and Leave Applications Committee shall have regard to the requirements of the Department of Education and as set out in the Leave Policy.

The membership of the Leave Applications Committee shall comprise:-

- The Principal, the Daily Organiser, an appropriate Assistant Principal and the HR Manager - for applications from teaching staff; and
- The Principal, the Business Manager and HR Manager - for applications from Education Support Staff.

Wherever possible, provision shall be made for gender balance in the composition of the Leave Applications Committee.

### General

The following criteria will be taken into consideration when determining applications for all types of leave:

- curriculum needs of the College;
- availability of suitable replacement staff;
- the timing and length of leave sought, particularly if there are multiple applications from a Curriculum Area;
- prior leave history and frequency of applications; and
- where special consideration is requested. supporting statements/documentation to the application

Specific criteria for determination of leave applications applying to LSL are described below. These specific criteria should be read in conjunction with the general criteria above.

Apart from short periods of leave, staff taking leave will not be scheduled for Year 12 classes. Any exceptions would only occur where such an absence is deemed not to be detrimental to students' learning program.

Conjoint applications will be considered as the one application unless applicants indicate otherwise in their application.

#### Leave without Pay

Employees may be granted leave without pay for periods of up to twelve months for a range of reasons. Applications for leave without pay are considered by the principal under Division 17 of Part 6 of Order 199. There is no entitlement to Leave without Pay.

Applications for leave without pay must be made within the timeframes set out in the "Leave Application Cut Off Dates" schedule, as per Long Service Leave dates. In determining applications for leave without pay the following matters will be considered:

- the length of service of the employee
- the reason for leave
- the availability of suitable replacement staff
- any other factor considered relevant.

Applications of Long Service Leave take priority over applications of Leave without Pay. As a guide, applications for other leave covered by Part 6, Division 17 Order 199, will not be considered for periods less than one academic year, unless to not do so would be adverse or detrimental to the health or well-being of the staff member, or to another staff member or student, or would otherwise negatively impact the operation of the college.

Where the period of leave without pay sought is for less than a school year but spans a school vacation period, the period of leave will include the vacation period.

#### Long Service Leave

Staff will be notified of the closure dates for applications for long service leave.

In general, applications for LSL will be required in time for the Committee to reach a decision at least two clear terms prior to the leave being taken.

No late applications will be accepted unless the applicant can demonstrate to the Leave Applications Committee that special circumstances existed that prevented the applicant from applying within the advertised time frames.

Applications for leave at other times will only be considered on compassionate grounds, especially short term leave.

Staff may obtain a statement of their LSL entitlements, both current and future, from the HR Manager, or on Edupay Self Service.

#### Leave Application Cut Off Dates

For leave (LSL) in...	Last Day for Application
Term 1, 2020	Last day of Term 2, 2019
Term 2, 2020	Last day of Term 3, 2019
Term 3, 2020	Last day of Term 4, 2019
Term 4, 2020	Last day of Term 1, 2020
Term 1, 2021	Last day of Term 2, 2020
Term 2, 2021	Last day of Term 3, 2020
Term 3, 2021	Last day of Term 4, 2020
Term 4, 2021	Last day of Term 1, 2021
Term 1, 2022	Last day of Term 2, 2021
Term 2, 2022	Last day of Term 3, 2021
Term 3, 2022	Last day of Term 4, 2021

#### **Report Writing Requirements for Staff on Long Service Leave in Term 2.**

If a teacher is on LSL (or other leave covered by Part 6, Division 17 Order 199) from their regularly rostered classes for all or any of Term 2, but was in attendance for those classes during Term 1, they are obliged to complete a term-based report comment and judgment for each student.

These comments/judgments should be recorded electronically - for example, Microsoft Word file - prior to the staff member commencing leave, and passed to the Reports Coordinator for deployment and input at report writing time.

#### **Report Writing Requirements for Staff on Long Service Leave in Term 4.**

If a teacher is on LSL (or other leave covered by Part 6, Division 17 Order 199) from their regularly rostered classes for all or any of Term 4, but was in attendance for those classes during Term 3, they are obliged to complete a term-based report comment and judgment for each student.

These comments/judgments should be recorded electronically - for example, Microsoft Word file - prior to the staff member commencing leave, and passed to the Reports Coordinator for deployment and input at report writing time.

### **Discretionary Leave**

From time to time, and within the parameters of Department of Education and Training (DET)'s guidelines, policy and legislation, the principal, as the secretary's delegate, may choose to allocate discretionary leave to a staff member with or without pay where to not do so would be adverse or detrimental to the health or well-being of the staff member, or to another staff member or student, or would otherwise negatively impact the operation of the college.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle, or at times when the principal believes that policy warrants a review.

This policy was last ratified by School Council in April 2015