

## STAFF LEAVE POLICY

### PURPOSE

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.

### SCOPE

This policy relates all staff at St Albans Primary School.

### POLICY

### 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 (eg: Family Leave), or may be awarded at the discretion of the Principal (eg: Bereavement Leave)
- Full time staff personal leave entitlement is 15 days every 12 months
- Full time staff are given 5 days without a certificate in a 12 month period
- A certificate is required for any personal leave taken before or after a public holiday and for the first and last day of a school term
- Leave may be paid or unpaid
- The Principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient operation of the school as well as budgetary issues
- 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 Business Manager or Principal
- Staff seeking discretionary leave must apply in writing to the Principal as early as possible to assist with forward planning. In most circumstances a minimum of 2 terms will be required
- Applications for Long Service Leave must be in writing and should be received by the Principal at least 2 full terms in advance
- For teaching staff, if long service leave is taken before and after a term break, the school holidays become part of your long service leave. This does not apply to ES staff
- Staff taking sick leave will notify the Principal/Assistant 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 the operations of the school
  - the financial impact of the leave and the school's budgetary situation

- the entitlement of the staff member to the leave for which they have applied
- the order of leave applications
- availability of replacement staff
- previous leave record
- All periods of extended leave will be reported monthly to School Council
- Education Support staff with Time in Lieu can only be taken when it is convenient for the school and requires pre approval.

## FURTHER INFORMATION AND RESOURCE

[Staff Administration Guide 2019](#)

[DET Leave](#)

## REVIEW CYCLE

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

## DOCUMENT STATUS

| <b>Reviewed</b> | <b>School Council Ratification</b> | <b>Next Review</b> |
|-----------------|------------------------------------|--------------------|
| School Council  | October, 2018                      | October, 2022      |