



STAFF LEAVE POLICY

RATIONALE

- As 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, they make the final decision regarding all leave requests.

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, including budgetary concerns.
- 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).
- Leave may be paid or unpaid.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff via the DET website and/or edupay.
- Staff seeking discretionary leave for compassionate reasons need to speak or email the principal as early as possible.
- Applications for Long Service Leave must be submitted on edupay so that they can be received by the principal at least two full terms in advance. Prior discussion with the principal class is required and appreciated.
- Staff taking sick leave will notify the Assistant Principal and/or CRT oragianser in line with our process.
- The Principal/nominee 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.
 - Whether or not exceptional circumstances exist.
 - 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.
 - Availability of replacement staff.
 - Previous leave record.
- It may be that staff members seeking extended Long Service Leave or Family Leave, may not be allocated to teach a Preparatory class.
- All periods of extended leave will be reported to the community through School Council, the newsletter, webpage and/or Facebook.
- An employee is entitled to 495.6967 hours (three months) of long service leave after ten years of full time eligible service, and 247.84835 hours (one and a half calendar months) of long service leave for each five years of full time eligible service thereafter.
- An employee may, however, access his or her long service leave entitlement on a pro-rata basis after seven years of eligible service.
- Part time employees accrue long service leave on a pro-rata basis.
- A staff member with prior service with an approved employer may receive recognition of that service for long service leave purposes (see 6.9.15.3. Prior employment recognised under special conditions).
- A staff member may elect to take all or part of the long service leave at half pay. In this case the period of leave taken at half pay is twice the length of period that would have been taken on a full period of leave taken on full

pay; eg. One month of long service leave on half pay reduces a staff member's accrued long service leave entitlement by half a month (fifteen days) full pay.

- Long service leave counts as service for all purposes. The accrual of long service leave, recreation leave, sick leave entitlement, qualification for maternity pay occurs in the normal way for the period of long service leave.
- Long service leave will not be granted less than 5 working days as per DEECD advice, unless by special arrangement with the principal.

GUIDELINES FOR THE GRANTING OF LONG SERVICE LEAVE

- Applications for long service leave may be approved providing that the leave will not adversely affect the running of the school and suitable replacement staff members are available.
- Applications should be lodged two terms prior to the term from which leave has been requested.
- Applications for long service leave should be submitted using Edupay and lodged with the principal before the intended commencement of leave. The application should specify the exact dates of leave required and whether leave is required on full pay, half pay or a combination of the two.
- Staff members may apply for payment in advance for long service leave.
- Where a staff member dies, payment of any resultant entitlement to pay in lieu of long service leave is made to the staff member's estate.
- Upon appointment with the DE&T, staff members who have been paid out for long service leave with an approved prior employer, are entitled to accrue long service leave credits as though that service has been with DE&T. Therefore, a staff member who has received payment for ten years service with a previous approved employer is still eligible for a long service leave credit of one and a half months upon completion of five years service with the DE&T.
- When a staff member has already worked for ten years or more with a prior employer and is eligible for recognition of that service, there is no requirement for that long service entitlement to be paid out to the staff member or paid to DE&T by the prior employer (except for prior service with a local government body or water authority). The accumulated entitlement can be accepted by DE&T as a State liability.

Plenty Parklands Primary School Implementation of the Act

1. Applicants should confirm their leave entitlement through Edupay prior to submitting an application.
2. Request to be discussed with Principal prior to making application. Applications for long service leave must be entered on Edupay.
3. Applicants should know if their request has been granted by the end of the term, giving one complete term between granting of leave and take up of leave.
4. If cancellation of leave is required, four school weeks prior to the commencement of leave must be provided.
5. Priority will be given to leave applications which either commence or conclude at dates corresponding to term dates.
6. If more than one applicant per term is received, the Principal will need to consider-
7. the number of teachers applying for leave (no more than 10% of teaching staff) or 3 members of staff whichever is less (no more than one member of PSD staff)
8. the teaching area of the school being affected
9. the last time leave was taken by applicants, particularly if under 5 years, and the circumstances related to the request.
10. As the spirit of the act is Long Service Leave after 10 years then every 5 years, priority will be given to staff who have completed 5 years service since last leave or whoever has completed the longest service
11. the availability of a replacement
 - a. 8. Any member whose application of long service leave is refused has the right to appeal. Appeals must be in writing and should specify any particular circumstances that the member believes warrant consideration.
 - b. 9. It is the Principal's decision to implement the Act so that teacher's rights are preserved and the school's best interests are maintained.

EVALUATION

This policy will be reviewed in line with best practice, new legislation and guidelines.

REVIEW CYCLE

This policy was last updated in **April 2017** and is scheduled for review in **April 2020**.

Endorsed by School Council in April 2017.