



Staff Leave Policy

Background

Staff have a range of leave options available to them. Leave needs to be managed in line with the Department of Education (DET) policy, staff leave entitlements, staff wellbeing and in the overall context of successfully managing the teaching and learning programs at Huntingdale Primary School.

Purpose

To ensure:

- Leave is managed fairly and succinctly and balances the needs of staff at the school.
- Leave is managed in accordance to DET policies.

Implementation

- The Principal is responsible for the management of staff leave including allocation of higher duties where appropriate to cover staff.
- The Business Manager is responsible for the administration relating to staff leave entitlements.
- The Assistant Principal is responsible for organising coverage of the staff member e.g. Casual Replacement Teachers.
- It is advisable that staff discuss longer term leave options with the Principal first. e.g. Family or long service leave, so entitlements can be checked.
- All short term leave options e.g. sick leave (morning call) should go through the Assistant Principal so a replacement can be immediately made.
- Staff members are responsible for requesting all leave through DET's online EduPay system so that it can be approved at the discretion of the Principal. Medical certificates should be attached if needed.
- Leave may be an entitlement e.g. Family Leave, or may be awarded at the discretion of the Principal

Guidelines

- Staff leave requests will be managed in line with school based guidelines and processes to facilitate effective daily organisation of the school and optimising teaching and learning.
- Leave is granted at the discretion of the Principal as per DET policy and will be granted on a fair, reasonable and equitable basis with the following priorities:
 - a) **Related to need**
 1. Personal
 2. Family
 3. Extended family
 4. Friends
 - b) **Teaching and Learning**
 1. Term 3
 2. Beginning Term 4
 3. End of Term 2



4. Leave in Term One and at the end of Term Four will only be granted under exceptional circumstances

c) Type of leave

1. Long Service Leave (part of entitlement)
2. Leave without Pay

- Leave may be paid or unpaid depending on the type
- Staff seeking discretionary leave must apply in writing as early as possible to assist with forward planning six months being the optimal period of time.

Evaluation

This policy will be reviewed by the Staff Consultative Team and School Council every three years.

Certification

This policy was endorsed by School Council at the meeting held on 19 July 2016.

Signed.....
[Handwritten Signature]
Principal

Signed.....
[Handwritten Signature]
School Council President