Leave Policy

Aims:

1.1 To ensure all staff members receive equitable opportunity to take leave entitlements at a time mutually suitable to them and to the school.

1.2 To ensure staff leave does not disadvantage the school’s curriculum, organisation or finances.

1.3 To ensure that leave is approved with due consideration to the staff member and the school and with regard to the guidelines on HR Web http://www.eduweb.vic.gov.au/hrweb/employcond/leave/default.htm.

Guidelines for action:

GUIDELINES FOR ACTION

2.1 Applicants should check Leave Entitlements with the Business Manager prior to submitting an application.

2.2 Applications for leave should be submitted in writing to the principal at least one term prior to leave commencement, and earlier if possible.

2.3 Applications must specify the exact dates of leave required and if it is on full or half pay. Staff taking a mixture of paid and unpaid leave should take paid leave first.

2.4 Approval of a leave application will be dependent upon the school’s ability to provide a suitable replacement staff member.

2.5 Approval for Long Service Leave cannot be withdrawn.

2.6 Requests to withdraw or change leave arrangements (except for Long Service Leave) should be submitted to the principal in writing no less than 4 weeks prior to the leave commencement.

2.7 Leave without pay may be granted in exceptional circumstances and is assessed by the principal on an individual basis.

2.8 The principal may refer leave applications to the Consultative Committee for a recommendation that informs the principal’s decision.

2.9 The following circumstances will be considered when assessing leave applications:
   - the extent to which educational programs and services will be affected
   - previous leave (low priority to applicants who have had leave within the year preceding the application)
- reasons for leave (higher priority for pressing need)
- leave may not be granted if the school is operating at a deficit and would be financially disadvantaged
- ESO staff are preferred to take leave for 31 or more working days.

**Implementation:**

3.1 The principal is ultimately responsible for the final decision regarding the approval of leave.

3.2 A copy of the leave policy should be available for all staff.

3.3 The Principal will notify the staff member in writing of approval or non-approval.

3.4 Leave details will be entered into the HR system (eduPay) by the Business Manager.

**Basis of Discretion:**

4.1 Leave due to pressing necessity will be approved at the discretion of the principal.

4.2 A staff member who feels aggrieved may make application to the Merit and Equity Board.

**Reference:** NA

**Evaluation:**

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

*This policy was last ratified by School Council in October 2010*