

Bellbrae Primary School

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Policy ratified by
School Council

December 2014

Rationale

All staff has the right to access leave of various kinds according to departmental guidelines. This should be accessed in a clear and organised manner.

Purpose

- To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the daily organisation, learning and administration of the school.
- To ensure that discretionary leave is granted on a fair, reasonable and equitable basis.
- To ensure that where possible, student learning is not compromised due to the granting of leave.

Guidelines

- The Department guidelines from the Human Resource Reference Guide and subsequent updates will be used as the basis for determining and granting of leave. The Principal will however consider personal circumstances that might allow for deviation from the DEECD Guidelines.
- 'Leave' refers to all types of leave including (but not restricted to) such leave as Maternity, Spouse, Ill Health, Bereavement, Carers, Long service, Study etc.
- Leave may be an entitlement (eg. Family Leave), or may be approved 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 and E.B.A. requirements.
- The Principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient running of the school.

Leave

Purpose

To provide a clear set of guidelines and processes for managing all leave and leave requests, as well as ensuring the smooth and efficient operation of the school.

Implementation

1. Information about leave entitlements can be obtained by staff through the Principal.
2. Staff seeking discretionary leave must apply in writing to the Principal as early as possible to assist with forward planning.
3. Applications for Long Service Leave must be on an "Application for Leave" form and should be received by the Principal at least one full term in advance.
4. Staff taking sick leave will notify the Principal or Assistant Principal as early as practicable.
5. The Principal or Assistant Principal will make provision for replacement staff and higher duties where appropriate.
6. In determining whether leave may be granted, the Principal will consider:
 - whether leave is discretionary or mandatory
 - the impact the granting of the leave will have on the operations of the school
 - the entitlement of the staff member to the leave for which they have applied
 - order of leave applications
 - availability of replacement staff
 - previous leave record
 - the number of other leave requests for similar time periods, or, the number if staff already on leave over a specific period
7. Leave without Pay will generally be granted for no longer than 12 months.
8. In most circumstances, no more than one teacher on staff will be granted a 12 month leave period, over the same time period.

Evaluation

This will be reviewed and evaluated as part of the school's three year review cycle.