

Myrtleford P12 College



STAFF (Teaching & non Teaching) LEAVE POLICY

Rationale/Beliefs:

The College Principal has the responsibility for managing all leave and leave requests, as well as ensuring the smooth and efficient operation of the school. The Principal will consider Long Service Leave applications in consultation with the College Management Committee.

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).
- Leave may be paid or unpaid.
- The principal is responsible for managing a wide range of leave matters, whilst ensuring the smooth and efficient running 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 a verbal request to the principal.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning.
- Staff taking sick leave will notify the Daily Organiser's as early as practicable. Because of the nature of an illness, Staff may choose to notify the Principal first and the Principal will then pass on the necessary information to the Daily Organiser.
- The Principal will make provision for replacement staff and higher duties where appropriate.
- In determining whether discretionary leave may be granted, the Principal and the College Consultative Committee will consider:
 - - Whether the leave is discretionary or mandatory.
 - The impact the granting of the leave will have on the operations of the school .
 - The impact the granting of the leave will have on the College program.
 - The timing of the leave.
 - 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.
 - The nature of other applications for leave by other staff members.
 - Previous leave record.
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- Applications for Long Service will be considered and the applicants will be notified in writing. Reasons will be provided if the application is refused and alternative options will be suggested.
 - “Leave Without Pay may be granted for up to twelve (12) months for reasons of family responsibilities, other employment, voluntary work, study or training, travel, participation in sporting events, development of personal interests or for any other approved purpose.”
 - Applications for Leave Without Pay is the same as Long Service Leave, except a leave entitlement statement is not necessary.
 - It is preferred that staff members seeking extended Long Service Leave not be appointed to teach a Preparatory or VCE class.
 - All periods of extended leave will be reported monthly to School Council.

Basis of Discretion:

Complies with the guidelines set out by DEEECD.

Supporting Documents:

Initiated: 9/2008

Previous Reviews:

Last Ratified: 9/2016

Reviewed: 3 yearly **Next Review:** 2019 **Responsibility:** Principal