



## **Rationale**

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.

## **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.

## **Guidelines for Implementation**

- Leave may be an entitlement (e.g.: Family Leave), or may be awarded at the discretion of the principal (e.g. 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 operation of the school.
- Each form of leave is granted subject to a variety of legislative requirements.
- Information about leave entitlements can be obtained by staff through 'edupay' (online pay system) or in consultation with the principal.
- Staff seeking discretionary leave must apply in writing to the principal as early as possible to assist with forward planning
- Applications for Long Service Leave must be in writing and also entered on 'edupay'. The request letter should be received by the principal at least 2 terms in advance. Extended leave of more than 4 weeks should be requested in November the year before the leave is to be taken as this may impact class placement the following year.
- Staff taking sick leave will notify the Assistant Principal as early as practicable.
- The Assistant Principal and Principal 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.

- The entitlement of the staff member to the leave for which they have applied.
  - The order of leave applications.
  - Availability of replacement staff.
  - Previous leave record.
- All periods of extended leave will be reported monthly to School Council.

## **Evaluation**

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

## **Reference:**

[http://www.education.vic.gov.au/hrweb/hrms\\_help.htm](http://www.education.vic.gov.au/hrweb/hrms_help.htm)