

# LEAVE POLICY

## PURPOSE:

- Baden Powell College has the responsibility of granting all forms of leave to all of its staff. This policy provides the guidelines and procedures for determining and assessing leave entitlements within the (Department of employment and Training)) guidelines and awards and conditions and legislative requirements.
- To ensure when leave is granted that the responsibilities to curriculum delivery is of the highest priority.

## GENERAL AIMS:

- To ensure that staff requirements, are processed through the edupay employee self service (ESS) system and are handled in an equitable way for all members of staff.
- To ensure that the college requirements are taken into consideration as a high priority.
- To ensure that leave is taken according to the accrued benefits or that which is mandated under regulations.

## GUIDELINES:

- The efficient running of the college and college needs will be first priority.
- All applications for leave must be submitted through edupay (ESS).
- Supporting evidence if and when required should be given to the office immediately upon return to duty. Personal Leave Absences where no medical certificate is presented, will be processed as "leave without a certificate" which may result in loss of pay.
- The principal will make the decision whether leave applications are approved or rejected. Decisions will be recorded in the edupay system.
- Every endeavour will be made to replace a teacher where necessary, before leave is granted in certain circumstances.
- Entitlements will be forecast and adequate credits confirmed before any leave is approved.

## RECREATION LEAVE ESO 52/52:

ESO 52/52 staff are entitled to 20 days recreation leave each year. ESO staff are expected to take leave during holiday vacations, unless other arrangements are agreed to by the principal and staff member.

## PERSONAL LEAVE:

### Personal leave entitlements are as follows:

On commencement of service staff are entitled to a period of 15 days personal leave on full pay.

## Supporting Documentation:

A medical certificate is required when:

- More than an aggregate of five days leave are taken in any calendar year  
**OR**
- More than two consecutive days leave are taken  
**OR**
- A staff member is absent immediately before or after a public holiday, long service leave or college vacation period  
**OR**
- The absence occurs on a stop work day  
**OR**
- The Principal/Delegate requires its provision for any absence.

Certificates in lieu are not accepted for more than an aggregate of five days in any one year.

**Personal Leave Procedures:**

All staff should follow the operational procedures to report absences.

On return to duty, personal leave is to be submitted into the edupay system immediately.

Medical certificates are to be presented to the office on return to duty. Where no certificate is presented, leave will be processed as "leave without a certificate" which may result in loss of pay.

**LONG SERVICE LEAVE:**

A staff member may access their entitlements to long service leave on a pro rata basis after 7 years eligible service.

Part time staff accrue leave on the same basis, but receive a pro rata payment during their leave.

**Long Service Leave Procedures:**

Applications for long service leave should be discussed with the Principal at least 90 days prior to the date that the leave is requested. Leave should then be submitted via edupay.

Leave applications must specify whether the leave is to be taken on full pay or half pay or a combination of the two.

Applications for long service leave may vary in duration. While no minimum period of long service leave applies, leave is normally granted for a minimum of one week. If concurrent requests are received for long service leave the following criteria will be used to determine eligibility:

- The staff member who has not received long service leave for the longest period
- The effect of the long service leave on college programs
- The availability of suitable replacement staff

- The personal needs of each applicant

Payment in lieu of long service leave entitlements will be paid on termination of employment.

**Basis for Discretion:**

Certain circumstances may arise from time to time that will necessitate the granting of long service leave. These will be dealt with as they arise.

**FAMILY, MATERNITY AND PATERNITY LEAVE:**

With regard to the birth or adoption of a child by a staff member the following leave will be granted upon receipt of appropriate supporting evidence. To resume duties immediately following the required absence period the staff member must provide a medical certificate stating their fitness to resume work.

Relevant supporting documentation is:

A medical certificate stating the expected birth date

**OR**

A medical certificate stating the actual birth date

**OR**

A certified photocopy of the extract of birth entry

**OR**

The staff member returning from family leave at the start of the college year should notify the college in October of the previous year.

**Paid Leave:**

Maternity leave – 14 weeks

Adoption leave – 8 weeks

Paternity leave – 5 days

**Unpaid Family Leave:**

Unpaid family leave for up to seven years is available for centrally paid teaching and non-teaching staff.

**LEAVE WITHOUT PAY:**

Leave without pay may be granted for up to twelve months for reasons of family responsibilities, other employment, voluntary work, study or training, travel, participation in sports events, development of personal interests or for any other approved purpose.

**LEAVE WITHOUT PAY PROCEDURE:**

Leave without pay applications will be considered by the Principal/Delegate and will take into account factors such as disruption to college programs and the availability of suitable replacement staff. Leave requests are to be entered into edupay.

**SPOUSE LEAVE:**

Spouse leave as leave without pay will be granted to:

1. A staff member whose spouse, as a consequence of pursuing an occupation, is required to shift interstate or overseas
2. A staff member whose spouse is transferred in Victoria
3. A staff whose spouse is a member of the teaching service and has been granted long service leave.

With the provision and acceptance of supporting evidence.

**STUDY LEAVE:**

Paid leave may be granted to attend an examination associated with a course of study. Leave is granted from the full day when the examination is in the afternoon, and for a half day when the examination is held in the morning.

Paid leave may be granted to attend graduation or conferring ceremonies when they have qualified for degrees or diplomas from a university. The period of leave granted should take into account the time of the ceremony and travel requirements.

Unpaid study leave may be granted to staff for the purpose of undertaking a course or study to improve the capacity of an employee to serve the teaching service. The Principal is responsible for determining study leave applications.

**BEREAVEMENT LEAVE:**

A staff member may be granted leave of absence of up to three days on full pay on account of the death of a member of their immediate family or household for the purpose of making funeral arrangements and/or attending the funeral.

1. A spouse, child, father, mother, brother, sister, grandmother or grandfather, or
2. Their spouse's child, father, mother, brother, sister, grandfather, grandmother.

For applications on account of bereavement a death/funeral notice should be provided with advice establishing the staff members' relationship to the deceased.

<b>REVIEW:</b>
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- This policy to be reviewed as part of the college's two year review cycle, individually, in teams and with the community in 2016.