

Staff Leave Policy

Rationale

The fair, reasonable, clear and equitable approval of leave requests is important for staff at Gisborne Secondary College.

Purpose

The purpose of this document is to set out clear leave policies for staff at Gisborne Secondary College.

The policies in this document are designed to :-

- ensure that applications for leave are treated, considered and determined on an equitable basis; and
- provide staff with information on the criteria applied to decisions on leave applications.

Definition

The contents of the document cover only those areas where there is some discretion available to the management of Gisborne Secondary College.

In all cases of applications for all types of leave the relevant legislation and the guidelines contained in the School Personal Leave Manual will be applied in the first instance.

http://www.education.vic.gov.au/hrweb/Documents/Personal_leave-school_based_staff-policy.pdf

Applications for many types of leave such as sick leave, carer's leave, study leave, jury service leave and maternity leave are not covered in this document. This is because the administration requirements for these types of leave are adequately covered in the Department's A-Z HR Guide

http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx and then selecting the type of leave you would like to enquire after. This site will be used as a reference when the legislation or guidelines do not fully cover the circumstances of the application.

"Short-term Long Service Leave" is long service leave less than six weeks (30 days) in length.

"Short-term Leave without Pay (LWOP)" is leave without pay of less than six weeks (30 days) in length.

Implementation

Applications for Long Service Leave or Leave Without Pay must be made online via the DEECD Edupay site before any consideration will be made in regard to approval.

Whilst long service leave is an entitlement, the timing of the leave is discretionary. Applications for Long Service Leave or Leave Without Pay will generally be referred to a Leave Applications Committee for initial consideration.

The Principal shall have regard to the recommendations of the Leave Applications Committee but is not bound by them.

When considering applications for leave the Principal and Leave Applications Committee shall have regard to the requirements of the Department of Education and as set out in the Leave Policy.

The membership of the Leave Applications Committee shall comprise:-

- The Principal, the Daily Organiser, an appropriate Assistant Principal and the HR Manager - for applications from teaching staff; and
- The Principal, the Business Manager and HR Manager - for applications from Education Support Staff.

Wherever possible, provision shall be made for gender balance in the composition of the Leave Applications Committee.

General

The following criteria will be taken into consideration when determining applications for all types of leave:

- curriculum needs of the College;
- availability of suitable replacement staff;
- the timing and length of leave sought, particularly if there are multiple applications from a Curriculum Area;
- prior leave history and frequency of applications; and
- relevance of supporting statements/documentation to the application.

Specific criteria for determination of leave applications applying to LSL and LWOP are described below. These specific criteria should be read in conjunction with the general criteria above.

Apart from short periods of leave, staff taking leave will not be scheduled for Year 12 classes. Any exceptions would only occur where such an absence is deemed not to be detrimental to students' learning program.

Conjoint applications will be considered as the one application unless applicants indicate otherwise in their application.

Long Service Leave and Leave Without Pay

Staff will be notified of the closure dates for applications for long service leave and leave without pay in each year.

In general, applications for LSL and LWOP will be required in time for the Committee to reach a decision at least two clear terms prior to the leave being taken.

No late applications will be accepted unless the applicant can demonstrate to the Leave Applications Committee that special circumstances existed that prevented the applicant from applying within the advertised time frames.

Applications for leave at other times will only be considered on compassionate grounds, especially short term leave.

Staff may obtain a statement of their LSL entitlements, both current and future, from the HR Manager (Jenny Weedon).

Criteria for Determination of Application

The following order of priority for granting of Long Service Leave and Leave Without Pay will apply to the period of the leave requested:

- Applications for periods covering one or more complete College terms.
- Applications for periods covering more than 30 work days but less than one term
- Applications for periods of less than 30 work days
- Applications for periods of less than one week

Leave Application Cut Off Dates

For leave (LSL/LWOP) in...	Last Day for Application
Term 2, 2015	Last day of Term 3, 2014
Term 3, 2015	Last day of Term 4, 2014
Term 4, 2015	Last day of Term 1, 2015
Term 1, 2016	Last day of Term 2, 2015
Term 2, 2016	Last day of Term 3, 2015
Term 3, 2016	Last day of Term 4, 2015
Term 4, 2016	Last day of Term 1, 2016
Term 1, 2017	Last day of Term 2, 2016
Term 2, 2017	Last day of Term 3, 2016
Term 3, 2017	Last day of Term 4, 2016
Term 4, 2017	Last day of Term 1, 2017

Application for Short Term LSL or LWOP at Term's End/Beginning.

From time to time staff may wish to access one, or two days LSL or LWOP at the end (or beginning) of the term to purchase cheaper travel options, or for other specific reasons.

The decision to grant LSL or LWOP in these circumstances will be done so with similar criteria to all other LSL and LWOP applications, taking in to account:

- curriculum needs of the College;
- availability of suitable replacement staff;
- prior leave history and frequency of applications; and
- relevance of supporting statements/documentation to the application.

No more than two days should be applied for in this circumstance.

Short-term LSL or LWOP will not be granted on days where Parent-Student-Teacher interviews or Student-Led Presentations are being held, unless compassionate circumstances apply.

No more than two teaching staff will be able to access LSL or LWOP at this time for this reason. As there is no entitlement to LWOP, applications of LSL always take priority over LWOP applications.

Report Writing Requirements for Staff on Long Service Leave or LWOP in Term 2.

If a teacher is on LSL or LWOP from their regularly rostered classes for all or any of Term 2, but was in attendance for those classes during Term 1, they are obliged to complete a term-based report comment and judgment for each student.

These comments/judgments should be recorded electronically - for example, Microsoft Word file - prior to the staff member commencing leave, and passed to the Reports Coordinator for deployment and input at report writing time.

Report Writing Requirements for Staff on Long Service Leave or LWOP in Term 4.

If a teacher is on LSL or LWOP from their regularly rostered classes for all or any of Term 4, but was in attendance for those classes during Term 3, they are obliged to complete a term-based report comment and judgment for each student.

These comments/judgments should be recorded electronically - for example, Microsoft Word file - prior to the staff member commencing leave, and passed to the Reports Coordinator for deployment and input at report writing time.

Discretionary Leave

From time to time, and within the parameters of Department of Education and Training (DET)'s guidelines, policy and legislation, the principal, as the secretary's delegate, may choose to allocate discretionary leave to a staff member with or without pay where to not do so would be adverse or detrimental to the health or well-being of the staff member, or to another staff member or student, or would otherwise negatively impact the operation of the college.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle, or at times when the principal believes that policy warrants a review.

This policy was last ratified by School Council in April 2015