



Staff Leave Policy

Background

The consideration and granting of leave is a college responsibility. Management of applications for leave is the responsibility of the Principal, acting upon advice from the Eaglehawk Secondary College Consultative Committee.

Rationale

This policy should be read in conjunction with the Department of Education guidelines and relevant workplace legislation. Please refer to the [Victorian Government Schools Agreement 2022](#) (VGSA 2022) and the [Policy and Advisory Library \(PAL\)](#) for specific leave policies.

Aims

- To provide guidelines and procedures to support the leave requests of staff with minimum disruption to delivery of classroom teaching and operations of the college whilst complying with the VGSA 2022.
- To ensure discretionary leave is granted on a fair, reasonable and equitable basis.

Non-discretionary Leave

Non-discretionary leaves of absence are granted when staff meet the eligibility and approval requirements as stated in the VGSA2022. The following are examples of non-discretionary leave:

- Personal leave
- War service sick leave
- Accident compensation leave
- Infectious diseases
- Bereavement leave
- Leave for jury service
- Absence for parental purposes
- Cultural and ceremonial leave
- Public holidays
- Family violence leave

Procedure for Non-discretionary Leave

Staff applying for non-discretionary leave are required to notify the Extras Team (Principal, HR Coordinator and Daily Organiser) as soon as practicable to maximise the opportunity to engage a suitable replacement. The notification process is via the staff absence telephone line and the Extras email distribution list. The timeframe for notification is:

- Planned Leave – no later than 24 hours prior to the day of the absence
- Unplanned Leave – no later than 7:30am on the day of the absence

Staff are required to submit non-discretionary leave applications and supporting documentation into eduPay for approval within five working days of their return to work.

- Where a leave application has not been submitted within this period, leave will be entered as non-certificate leave (if available) by the HR Officer.
- Where non-certificate leave has been exhausted, the HR Coordinator will enter the leave as other available leave (such as Long Service Leave, Leave Without Pay). Paid leave will always be prioritised to minimise a decrease to the staff member's pay.
- If a staff member subsequently produces eligible leave documentation, the HR Coordinator will amend the leave entry in eduPay to the eligible non-discretionary leave.

Discretionary Leave

Discretionary leaves of absence are granted at the discretion of the Principal (or delegate) for eligible staff. The following are examples of discretionary leave:

- Leave Without Pay (LWOP)
- Long Service leave (LSL)
- Annual Leave
- Time in Lieu (TIL)
- Sabbatical leave
- Leave to attend Trade Union Training Courses
- Professional Development

Education Support Staff Receiving Fortnightly Leave Purchase Allowance

Education Support staff receiving fortnightly leave purchase allowance are encouraged to take their annual leave in the year it is accrued.

Procedure for Discretionary Leave

Staff intending to apply for discretionary leave are encouraged to discuss their intention to take leave:

- Teaching Staff – Assistant Principal - Staffing
- Education Support Staff – their line manager and the HR Coordinator.

Applications for the following year are requested by the Principal in Term 3 each year. Late and ad hoc applications will also be considered.

The Principal will consider applications on the following basis:

- The availability of replacement staff, or if duties can be reorganised to ensure the absence is covered.
- The impact of the leave on the college's educational program.
- The reason(s) for the application of leave, for example compassionate reasons.
- The period and the timing of the leave. Please note the following:
 - Acquittal of Time in Lieu is to be no more than two consecutive days
 - Staff seeking discretionary leave adjacent to a public holiday, must apply for Long Service Leave or have a medical certificate.
- The number of other staff in the college who have also submitted applications for leave at this time.
- The applicant's leave history and the extent of the applicant's entitlement compared to other applicants from the same curriculum/work area.

Leave is usually granted for a maximum of one period of discretionary leave per year.

Long Service Leave

Whilst Long service leave is an entitlement, the timing of the leave is discretionary, an application for long service leave needs to be lodged with sufficient notice **but not later than 2 terms before the intended commencement of leave** or such shorter period that may be approved by the principal (or Regional Director in the case of the principal) either generally or in any particular case.

In considering applications for long service leave, the principal will have regard to the operational requirements of the school taking into account the availability of replacement staff and the number of staff who wish to take leave at the same time. Where long service leave is not granted, arrangements should be made with the employee to enable leave to be taken at an alternative date in the future.

The outcome of discretionary leave applications will be communicated to applicants as soon as possible.

- For applications submitted in Term 3 for the following year, this will be prior to the end of the school year.
- The HR Officer will enter approved discretionary leave for the following year into eduPay.

Class Coverage During Discretionary Leave

Staff are required to discuss coverage with the Daily Organiser at least one week prior to leave. This is to confirm arrangements for class coverage.

Early Resumption

Applications for early resumption from discretionary leave is considered on the educational and operational requirements of the college and is at the discretion of the Principal.

Appeals

Unsuccessful applicants can appeal the leave outcome through [Merit Protection Boards](#).

Related Policies

- Long-Term Planning Document
- Professional Development
- Time in Lieu

2025 Planning Document

Planning for the staffing profile and organisation of the College for 2025 has commenced. To complete this process effectively, it is necessary to know which staff are planning any of the following:

- Applications for Leave Without Pay
- Applications for Long Service Leave
- Application for variation of time fraction
- Retirement
- Resignation
- Other interruptions to normal service

Please note: Notification should be given where the planned leave will necessitate the employment of another staff member. Any information provided on this form does not constitute an application or formal notice which would need to be done on Edupay or by the appropriate letter or form and submitted to the Principal with on term's notice.

To assist the College in planning to identify possible vacancies and consider the allocation of teaching staff to classes, please complete this form and return it to Richelle Hollis, Principal, by Friday August 30, 2024. If you are not certain of exact dates, please give an indication of likely weeks and terms which may be impacted. This information will be treated as confidential.

All staff who are currently on leave have received communications seeking to confirm their intentions for next year.

Request for Leave 2025:	
Name:	
Type of leave:	
Dates:	

Time Fraction Variation for 2025:	Change from _____ to _____
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Retirement / Resignation Intentions:	
<input type="checkbox"/> I am intending to retire	Effective from:
<input type="checkbox"/> I am intending to resign	Effective from:

Teaching Experience

I am qualified to teach...	Subjects I have previously taught

Please indicate your teaching preferences for 2025:

Subject Preference	Team Preference (Please Tick)	

Signed: _____

Date: _____

While effort is given to accommodating staff preferences, it is not guaranteed that all choices for subjects or teams can be accommodated given the spread of staff and the variability in student elective choices from year to year. Your understanding of this when allotments are finalised is appreciated.

Thank you

Richelle Hollis
Principal