



Help for non-English speakers - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

PURPOSE

The purpose of a leave policy at Barton Primary School, aligned with the Department of Education and Training Victoria policies, is to provide guidelines and procedures for managing various types of leave for staff members. This policy should ensure that employees are aware of their entitlements and responsibilities regarding leave, including annual leave, personal leave, parental leave, and long service leave.

The policy should align with the Department of Education and Training Victoria policies to ensure that all leave is managed in a consistent and fair manner across the education sector. This includes adhering to statutory requirements regarding leave entitlements, such as minimum entitlements for personal leave and parental leave.

Additionally, the policy should outline the process for applying for leave, including the required notice period, and any supporting documentation that may be necessary. It should also address how leave is approved and managed, including the use of substitute teachers or staff to cover absences.

Overall, a comprehensive leave policy aligned with the Department of Education and Training Victoria policies can help to ensure that staff members at Barton Primary School are able to manage their work and personal commitments effectively while maintaining a safe and productive learning environment for students.

RESOURCES

For Information regarding **leave** and **entitlements** please refer to the following DET policies:

Personal Leave: <https://www2.education.vic.gov.au/pal/personal-leave-teaching-service/overview>

Leave Without Pay (LWOP): <https://www2.education.vic.gov.au/pal/leave-without-pay-teaching-service/overview>

Long Service Leave (LSL): <https://www2.education.vic.gov.au/pal/long-service-leave-teaching-service/overview>

Parental Absence: <https://www2.education.vic.gov.au/pal/parental-absence-teaching-service/overview>

Bereavement Leave: <https://www2.education.vic.gov.au/pal/bereavement-leave/overview>

**please be mindful of what qualifies as bereavement leave & that it cannot be logged on eduPay by the Business Manager without supporting documentation i.e. death certificate or funeral notice*

Other: <https://www2.education.vic.gov.au/pal-search?q=Leave+&page=1>

Leave Process	
Unplanned Leave (i.e., sick or emergency)	Planned Leave (i.e., appointment, LSL, LWOP)
<ol style="list-style-type: none"> Contact Daily Organiser by text by 6:30am. Matt Moore - 0434 729 875 Log leave on eduPay <ul style="list-style-type: none"> Leave must be logged on eduPay with the correct supporting documentation within 3 days of the absence. Staff will receive one reminder to log their leave. If it is not logged within 3 working days, it will be logged as LWOP by the Leave Manager. 	<ol style="list-style-type: none"> Email Ben (cc. Tracey & Matt) with your leave request. Further discussion may be arranged if required. Once approved by Ben via return email, log leave on eduPay (some forms of leave (i.e Parental Leave) may require additional documentation, the Leave Manager will send this to you). <ul style="list-style-type: none"> Leave must be logged within 5 days of the approval OR leave date. Staff will receive one reminder to log their leave. If it is not logged within this time, it will be logged as LWOP by the Leave Manager.
Partial Day Absences	
<ol style="list-style-type: none"> Contact Matt to advise of late arrival/early departure (including unexpected early departure i.e., illness) Log leave on eduPay <ul style="list-style-type: none"> Leave must be logged on edupay with the correct supporting documentation within 3 days of the absence. Staff will receive one reminder to log their leave. If it is not logged withing 3 working days, it will be logged as LWOP by the Leave Manager. <p><i>*due to organisational purposes, Staff are encourage make appointments outside of school hours where possible. If this is not possible, leave is to be taken either at the beginning or end of the working day. Absences that fall in the middle of the day will need to be taken as full or half day leave.</i></p>	

Handy Hints:

- It is the **responsibility of the staff member** to be aware of their leave entitlements and eduPay processes. For support regarding eduPay please refer to the self service guides: <https://edugate.eduweb.vic.gov.au/Services/HR/Pages/eduPay-ESShelp.aspx>
- When logging paid leave, you must **“forecast”** your leave prior to submitting your leave request on eduPay to ensure you have sufficient leave balance. **If you do not have sufficient paid leave, you must log your leave as LWOP.**
- When logging leave that requires a certificate you must attach a copy of the certificate when submitting your leave on eduPay. **If you do not have a certificate, you must log your leave as LWOP.**
- If you log your leave incorrectly, you will receive a “push back” email from eduPay. You will have 1 day to relog your leave correctly. **If it is not relogged within 1 working day, it will be logged as LWOP by the Leave Manager.**
- Emails from eduPay regarding leave approval and pushbacks are similar, be sure to read them carefully

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Included in our staff handbook/manual
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	27/04/2023
Approved by	Principal
Next scheduled review date	27/04/2024

