



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>

PRIMARY SCHOOL

As per the policy, applications for leave without pay must be made in sufficient time to enable the application to be determined prior to the commencement of the leave without pay. In determining applications for leave without pay the following matters will be considered:

- the length of service of the employee
- the reason for leave
- the availability of suitable replacement staff
- any other factor considered relevant.

We, therefore, implore staff to seriously consider if their application for LWOP is reasonable prior to submitting a request, based on these considerations. Similarly, we ask that you manage your expectations around the approval of the LWOP request. Each application for LWOP will be reviewed individually in line with the above considerations.

Leave Process	
Unplanned Leave (i.e., sick or emergency)	Planned Leave (i.e., appointment, LSL, LWOP)
<ol style="list-style-type: none"> 1. Contact Daily Organiser by text by 6:30am. Your text must include if it is carers or sick leave Matt Moore - 0434 729 875 2. Log leave on eduPay 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"> 1. Email Ben (cc. Lauren & Matt) with your leave request. Further discussion may be arranged if required. 2. 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). 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"> 1. Contact Matt to advise of late arrival/early departure (including unexpected early departure i.e., illness) 2. Log leave on eduPay 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. 	

* for organisational purposes, staff members are encouraged to schedule their holidays during the vacation periods. Furthermore, it is advised to book appointments outside of school hours whenever possible. In exceptional circumstances, if appointments must be scheduled during work hours, leave should be taken either at the beginning or end of the working day. Absences occurring in the middle of the day will require full or half-day leave to be taken.

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 sumitting 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

KEY POINTS:

- All planned leave requests must be emailed to Ben (cc. Lauren & Matt). **DO NOT** “catch” Ben in the staff room and ask for leave. If you need to discuss your intentions for planned leave prior to submitting a leave request via email, please see Kate to book in a time with Ben. You will then still need to submit your planned leave request via email to Ben (cc. Lauren & Matt).
- When taking planned leave, learning **must** be prepared for your lessons. Your absence does have an impact on the team, and by appropriately preparing for it, you can alleviate the workload for others.
- Matt **DOES NOT** approve planned leave requests (see above process).
- The only type of leave that you would be requesting if you Text Matt in the morning is Personal Leave (this is the only type of leave that you can request at short notice). **Your text must include if it is carers or sick leave. Please be mindful of the cut off times for sending Matt a text, letting Matt know as early as possible is essential.**
- Long Service Leave (LSL) is leave that is earned through service, and therefore is prioritised over LWOP. **Applications for LSL must be made with at least 2 terms notice before the commencement of the requested leave.**
- Personal Leave includes sick leave (personal illness or personal injury), or carers leave (care for an immediate family or household member who is sick or injured)
- Several staff have now exhausted their personal leave entitlements. The National Employment Standards provide that where all paid personal leave entitlements have been exhausted, an employee is entitled to up to two days of unpaid carer’s leave per occasion. An employee who has exhausted all paid personal leave entitlements may make an application for other leave, paid or unpaid, such as long service leave or leave without pay. *please refer to the policy for further information
- An employee can have up to 5 days (pro rata) of personal leave without a supporting document (i.e., medical certificate) in a calendar year (**you must have a certificate if this leave extends beyond 3 consecutive days). **Beyond this, all applications for personal leave (paid or unpaid) MUST be supported by a required document (i.e., medical certificate).** Common example: if you are applying for unpaid sick leave and have used your 5 days without a certificate you MUST provide a certificate despite the leave being “unpaid.”
- REMINDER: Please see below clarification from the DET leave policy re. supporting documentation:

Personal (sick) leave with certificate: In the case of an application for personal leave (illness or injury) a required document is a medical certificate or, if it is **not reasonably practicable** to provide a medical certificate, a statutory declaration. The judgement as to whether it is not practicable to provide a medical certificate is a matter for decision by the Delegate having regard for the circumstances of the individual case. – *please note that there are very few instances in which it is not reasonably practicable to provide a medical certificate, particularly given the option of telehealth appointments*

Carers leave with certificate: Where a required document is provided for personal leave (carers) it **must state that the person requiring care and support is suffering from an illness** which requires care by another or requires care or support due to an unexpected emergency.

*please refer to the policy for further information

- **IMPORTANT:** a required document must be provided for personal leave which occurs either immediately before and, or after a period of long service leave, school vacation or public holiday.
- **IMPORTANT:** a required document may be required for any particular absence. Similarly, a required document is required for personal leave where the delegate doubts the authenticity of an illness or injury or the reason for absence.
- **IMPORTANT:** Where there is cause to doubt the cause of an illness or injury or the reason for absence the delegate may refer any required document to a medical practitioner for report or contact the Medical Advisory Service for advice.
- **REMINDER:** Before submitting your leave request, please utilise the **"FORECAST"** tool in eduPay. This feature enables you to determine if your submission will be approved by forecasting your available leave entitlements. It is futile to submit a leave request without the appropriate entitlements, as the system will prevent us from approving it. Please do not assume that your leave application will bypass this validation process, as it only results in wasted time for both parties. The system will push back such requests, requiring re-logging.

*The Delegate refers to the principal – in all instances the principal will enact DET policy and in some cases this may involve further advice and clarification from DET HR advisory

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	18/06/2024
Reviewed by	OH&S and School Operations Team
Approved by	Principal
Next scheduled review date	26/06/2025