



Spencer Park Primary School Leave Policy (2020)

RATIONALE

Spencer Park Primary School's Leave Policy is intended to enable consideration of the needs of student learning and engagement and the business needs of the school when making decisions regarding the replacement of staff.

AIMS

- To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the delivery of teaching and learning programs, administration and operation of the school.

REFERENCES

- Information and link to [Awards and Agreements](#)
- Information regarding access to [Pro Rata Leave](#)

IMPLEMENTATION

- The Principal is responsible for managing leave, giving due consideration to the smooth and efficient operation of the School in accordance with DET Policies and budgetary constraints.

PLANNED LEAVE

- Staff seeking approval for planned leave must **first approach their line manager** (Principal, Deputy Principal or Manager Corporate Services) to seek approval as soon as is practical to assist with planning. Once approval has been given, staff should **then complete an online HRMIS submission prior to taking the leave.**
 - As a general guide, the **school requires a minimum of one full week's notice in advance** of staff intending to take planned leave. If extenuating circumstances exist whereby this advance notice cannot be given, applications will be considered on a case by case basis.
- Applications for planned extended (greater than 2 weeks) Long Service Leave (accrued or pro rata) or Leave Without Pay or similar discretionary leave must **first be discussed with the Principal, Deputy Principal or Manager Corporate Services. If approval is given, the application will be managed by Manager Corporate Services** through to the Department of Education, where it will be processed.
 - As a general guide, the **school requires a minimum of one full term's notice in advance** of staff intending to take extended planned leave. If extenuating circumstances exist whereby this advance notice cannot be given, applications will be considered on a case by case basis.
- Paternity Leave
 - Applications for Paternity Leave **must first be discussed with the Principal, Deputy Principal or Manager Corporate Services. If approval is given, the application will be managed by Manager Corporate Services** through to the Department of Education, where it will be processed.
 - As a general guide, the **school requires a minimum of one full term's notice in advance** of staff intending to take extended planned leave. If extenuating circumstances exist whereby this advance notice cannot be given, applications will be considered on a case by case basis.
- Jury Duty
 - Notification for Jury Duty must **first be discussed with the Principal, Deputy Principal or Manager Corporate Services as soon as is practical** to assist with planning. Staff should **then complete an online HRMIS submission.**
 - Evidence for this type of leave is required.
 - As a general guide, **as soon as notification of Jury Duty is received, the school should be informed to assist with planning.**

- Organising Relief Staff
 - In all instances where leave is not for extended periods (greater than two weeks), **the employee should make all effort to find a suitable replacement for their absence.** Where leave is for extended periods, the Principal, Deputy Principal or Manager Corporate Services will undertake to allocate relief staff.
 - Due **consideration should be given to the suitability of the replacement to undertake the role in the manner in which it is usually conducted.**
 - In extenuating circumstances where a suitable relief person cannot be found, assistance from the Principal, Deputy Principal or Manager Corporate Services can be requested. This should be done as soon as is practical.

UNPLANNED LEAVE

- Employees taking unplanned leave (typically sick leave or carer's leave) must **notify the Principal, Deputy Principal or Manager Corporate Services as soon as practicable**, so as to maximise the opportunity to engage a suitable replacement.
- Organising Relief Staff
 - In all instances where leave is not for extended periods (greater than two weeks), **the employee should make all effort to find a suitable replacement for their absence.**
 - Due consideration should be given to the **suitability of the replacement to undertake the role in the manner in which it is usually conducted.**
 - In extenuating circumstances where a suitable relief person cannot be found, assistance from the Principal, Deputy Principal or Manager Corporate Services can be requested. This should be done as soon as is practical.
- Employees seeking approval for unplanned leave that they have already taken (typically sick leave) are **to apply for the leave using the online HRMIS system within 5 working days** of return to work and **provide evidence, if required**, in accordance with the relevant Department of Education employee Agreement.

LEAVE ENTITLEMENTS

- Responsibility for determining whether leave is available should be undertaken by staff online, through HRMIS. A [help sheet](#) is available to make this process easier. **It is important to note, that future-dated absences will not be included in the balance.**

APPROVING LEAVE

- In determining whether leave may be granted, the Principal, Deputy Principal or Manager Corporate Services will consider:
 - Whether the leave is discretionary or an entitlement.
 - Whether or not exceptional circumstances exist.
 - The adverse implication granting of the leave will have on the operations of the school.
 - The entitlement of the staff member to the leave for which they have applied.
 - The order of leave applications.
 - Availability of replacement staff.
 - The staff member's previous leave record.