

LEAVE POLICY

PURPOSE:

A range of leave provisions are available to Department employees. The leave topics available provide details of the leave entitlements and policy surrounding the granting of each leave type. In determining whether leave may be granted, the principal/manager will need to ascertain the entitlement of the employee to the leave for which the employee has applied and consider the impact the granting of leave will have upon the operations of the school/work unit. An employee employed for a fixed term has no entitlement to any form of leave beyond the date employment would otherwise have ceased.

- Baden Powell College has the responsibility of granting all forms of leave to all of its staff. This policy provides the guidelines and procedures for determining and assessing leave entitlements within the DE&T (Department of Education and Training) guidelines and awards and conditions and legislative requirements.
- To ensure when leave is granted that the responsibilities to curriculum delivery is of the highest priority.
- All leave will be considered in line with DE&T's policies at <http://www.education.vic.gov.au/hrweb/aztopic/Pages/default.aspx>

GENERAL AIMS:

- To ensure that staff requirements, are processed through the edupay employee self service (ESS) system and are handled in an equitable way for all members of staff.
- To ensure that the college requirements are taken into consideration as a high priority.
- To ensure that leave is taken according to the accrued benefits or that which is mandated under regulations.

GUIDELINES:

- The efficient running of the college and college needs will be first priority.
- All applications for leave must be submitted through edupay (ESS).
- Supporting evidence if and when required should be given to the office immediately upon return to duty. Personal Leave Absences where no medical certificate is presented, will be processed as "leave without a certificate" which may result in loss of pay.
- The principal will make the decision whether leave applications are approved or rejected. Decisions will be recorded in the edupay system.
- Every endeavour will be made to replace a teacher where necessary, before leave is granted in certain circumstances.
- Entitlements will be forecast and adequate credits confirmed before any leave is approved.

IMPLEMENTATION:

- Unless special circumstances exist, an employee is required to report an absence to their principal/manager as early as practicable after the employee's normal commencement time. The employee should advise the cause of the absence and the expected date of return.
- All leave applications will be managed through the ESS system by either the staff member affected or the delegated administration officer.
- All leave (other than personal leave) needs to be approved by the Principal prior to entering through ESS.
- All medical certificates need to be handed into the office the day the staff member returns to duty.

REVIEW:

- This policy to be reviewed as part of the college's two year review cycle, individually, in teams and with the community in 2019.