



LEAVE

1.0 PREAMBLE

- 1.1 Under section 77 of teaching service act 1981 and Ministerial Order 136 the Director has delegated the power to grant leave to the Principal within certain limitations under the order. Further delegation is NOT permitted under the Act. (Refer 6.9.14 in Schools of Future Reference Guide.)
- 1.2 This document defines the major parameters associated with granting of leave. The Principal is not unequivocally bound by these parameters but may use discretion in accordance with sound personnel practices.
- 1.3 Section 6.9 of Schools of the Future Reference Guide is available to staff at the following web address www.eduweb.vic.gov.au/hrm/PayCond/leave and is accessible on the intranet.
- 1.4 The Principal is responsible for ensuring that all staffing decisions are able to be funded within the Global Budget of the College.

2.0 APPROVAL

- 2.1 Staff applications for leave will be tabled at the Advisory Committee for comment. The Committee shall advise the Principal on factors to be considered when granting or refusing leave.
- 2.2 Council employed staff applications for leave will be considered by the College Council.
- 2.3 Approval of leave such as Medical, Parental, Carer's and Pressing Necessity will be the responsibility of the Principal.
- 2.4 The final decision on all leave (Study Leave, Bereavement, Parental Leave, Leave Without Pay, Sick Leave, Long Service Leave, Defence Force Leave, Maternity and Paternity Leave, Adoption Leave, Spouse Leave, Carer's Leave) is the responsibility of the Principal.
- 2.5 Approval of Long Service Leave and Leave without Pay will in the first instance be "in principle" only. Early in term 4, the principal will make the final decision on the granting of leave, taking into account a clearer understanding of staffing needs for the following year than is possible earlier in the year.

3.0 KEY FACTORS

- 3.1 The key factors in approving leave are:
 - the personal needs and entitlements of the individual
 - the effective operation of the school.
- 3.2 Eligibility will be determined within the DE&T guidelines however eligibility alone does NOT ensure that leave will be granted.
- 3.3 Consideration will be given to the leave request in relation to the SGB ie. whether or not there is a

salary deficit and possible inability of the College to cover the leave internally

4.0 DOCUMENTATION

- 4.1 The documentation of all steps will be kept in the individual's personal file (application, eligibility report, approval/rejection).
- 4.2 Confidential information, including service history, should not be provided to any other person or committee.
- 4.3 Current guidelines for documentation will apply eg. Medical Certificates, Death Notices for Pressing Necessity Leave.
- 4.4 Applications should be made on the appropriate form available from Business Manager and other matters for consideration may be appended.
- 4.5 Approval for leave will be in writing to the application.
- 4.6 Successful applicants will be expected to confirm the acceptance of leave within a specified time period - normally one week.
- 4.7 Cancellation or early return from leave must be requested in writing and must be approved by the Principal.

5.0 GENERAL GUIDELINES

- 5.1 For teaching staff applications for Study Leave, Long Service Leave and Leave Without Pay of 6 months or less the guideline is - no key learning area should be seriously depleted at any one time, however staff in very small KLAs should not be discriminated against.
- 5.2 For non-teaching staff applications for Study Leave, Long Service Leave and Leave Without

pay for 6 months or less, the general guidelines will be, where possible, to distribute the leave across the year.

- 5.3 Application for Spouse Leave, Defence force training Leave, Jury Service Leave, Court Attendance Leave, Maternity, Paternity and Adoption Leave, require a minimum of one month's notice for application, unless unforeseen circumstances apply.
- 5.4 Conjoint applications will be considered as one application.
- 5.5 Where any period of leave is taken that involves both paid and unpaid leave, paid leave should be taken first. This is DE&T policy.
- 5.6 Factors to be considered when determining approval /non approval of the application: include length of service, last period of leave, prior unsuccessful leave applications, compassionate grounds, the educational requirements of the school and the capacity to replace staff or adjust the curriculum.
- 5.7 If a number of applications for the similar timeframe are received and not all can be approved, then the factors in 5.5 above will be used to establish a priority order.

6.0 ANNUAL PLAN

- 6.1 Applications for leave must be lodged no less than one clear term prior to the intended leave. College planning is assisted if applications for Long Service Leave and Leave Without Pay are lodged in the previous year or longer than two terms in advance.
- 6.2 Later applications can be lodged and may be approved if they fit the guidelines.

7.0 APPEALS

- 7.1 Appeals for reconsideration of refused leave for staff can be made to the Advisory Committee.
- 7.2 Appeals for reconsideration of refused leave for Council employed staff can be made to College Council.
- 7.3 Both the Advisory Committee and the College Council will make recommendations on the appeal to the Principal.
- 7.4 The normal right of appeal to the Merit Protection Board applies.

8.0 EVALUATION

- 8.1 The policy will undergo cyclic minor and major evaluation
- 8.2 Both minor and major evaluation will follow the evaluation procedures as outlined in the College Evaluation Policy.