

STAFF LEAVE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact 0357830300.

PURPOSE

The purpose of this policy is to outline Wallan Secondary College's procedures for the application, approval, and recording of leave for all Department of Education employees at the school. This local policy supports and operates in conjunction with Department of Education (DET) leave policies to ensure consistency, transparency, and fairness while maintaining effective school operations.

SCOPE

This policy applies to all staff employed by the Department of Education and based at Wallan Secondary College, including teaching, paraprofessional, and education support staff. It applies to all categories of leave including personal, annual, long service, parental and leave without pay.

POLICY

Wallan Secondary College affirms the right of staff to access various forms of paid and unpaid leave in accordance with Department of Education policies. The College also recognises the importance of ensuring operational continuity and equity in decision-making regarding leave applications.

This Local Leave Policy is intended to complement and operate in addition to the Department of Education's official leave policies as published on the Policy and Advisory Library (PAL). Where any inconsistencies arise, the Department's policies take precedence.

PROCEDURES AND GUIDELINES

1. 1. Applying for Leave

All leave requests must be submitted via EduPay Employee Self Service (ESS) as soon as possible to allow time for review and approval. Staff are responsible for ensuring their leave is accurately recorded and supported by the appropriate documentation.

2. 2. Medical Certificates

The College considers it reasonable to request a medical certificate for absences where appropriate, not only for days directly adjacent to public holidays (for example, Melbourne Cup Eve). This ensures transparency and fairness across all staff and supports workforce planning.

3. 3. Leave Recording and Reminders

Staff must enter personal leave (e.g. sick or carer's leave) within 5 working days of returning to duty. If leave is not entered, the following process will apply:

- • Reminder Email 1 – sent after 7 working days
- • Reminder Email 2 – sent after 14 working days

If leave remains unentered after the second reminder, the absence may be recorded as 'Absent Without Approval' until corrected. This process ensures accountability while providing adequate opportunity for staff to comply.

4. 4. Long Service, Parental, and Other Leave

Applications for Long Service Leave, Parental Leave, and Leave Without Pay must comply with DET timelines and approval processes. Staff are encouraged to discuss proposed leave periods well in advance with the Principal or Business Manager to ensure minimal operational disruption. Relevant DET policies include:

- Personal Leave – Teaching Service: <https://www2.education.vic.gov.au/pal/personal-leave-teaching-service/policy-and-guidance>
- Annual Leave – Teaching Service: <https://www2.education.vic.gov.au/pal/annual-leave-teaching-service/policy-and-guidance>
- Long Service Leave – Teaching Service: <https://www2.education.vic.gov.au/pal/long-service-leave-teaching-service/policy-and-guidelines>
- Parental Leave – Teaching Service: <https://www2.education.vic.gov.au/pal/parental-leave-teaching-service/policy-and-guidance>
- Leave Without Pay – Teaching Service: <https://www2.education.vic.gov.au/pal/leave-without-pay-teaching-service/policy-and-guidelines>

5. 5. Supporting Documentation

All required medical certificates, statutory declarations, or supporting documentation must be provided to the Business Manager within 5 working days of returning from leave. Failure to do so may result in the leave being recorded as non-certificated leave.

6. 6. Insufficient Leave Balance

Staff are responsible for monitoring their leave balances in EduPay. If insufficient leave is available, they must contact the Business Manager to discuss options such as leave without pay or alternative arrangements.

7. 7. Fairness and Consideration

All leave requests will be considered on their individual merits, taking into account factors such as staffing availability, impact on school operations, and previous leave history. Where multiple requests are received for the same period, the Principal will determine approval in consultation with relevant staff.

Secondary College strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Approved by	Principal
Next scheduled review date	November 2027