

STAFF LEAVE POLICY

RATIONALE:

The purpose of this document is to set out clear leave policies for all staff at Wallan Secondary College (WSC). It is important that staff be aware of their entitlements, so that College administration can plan and deliver effective programs and that equity is preserved.

This leave policy adheres to leave arrangements as set out in the current Victorian Government Schools Agreement 2017.

AIMS:

The aim of this policy is to:

- Ensure that applications for leave are treated, considered and determined on an equitable basis.
- Provide staff with information on the criteria applied to decisions on leave applications.

FORMS OF LEAVE

Listed below are forms of leave specifically referred to in the Victorian Government Schools Agreement 2017.

- Sick Leave / Carers' Leave
- Bereavement
- Jury Leave
- Court Attendance
- Family Leave
- Family Violence Leave
- Leave to Attend Trade Union Training Course
- Maternity Leave
- Paternity Leave
- Long Service Leave
- Leave Without Pay
- Religious Leave
- Study Leave
- General - The employer (the Secretary) may grant leave with pay subject to such term and conditions as the Employer thinks fit in any particular case for any purpose not covered in the 2017 Victorian Government Schools Agreement.

PROCESS:

It is expected that applications for leave will meet the requirements of the Department of Education and Training and the policies of Wallan Secondary College. Where the Principal determines however that reasonable grounds exist for refusal or variation of an application for leave the Principal may refer the application to the Consultative Committee (CC). The CC shall consider all applications referred to it and make a recommendation to the Principal for approval, variation, or refusal of the application for leave. The Principal has the discretion to accept or refuse the applications or the recommendations from CC on reasonable grounds. When considering applications for leave the Principal and CC shall have regard to:

- The requirements of the DET; The policies and publications referred to in this document:
 - Victorian Government Schools Agreement 2017

- Merit Protection Board
- Wallan Secondary College Positions of Responsibility

The following criteria will be taken into consideration when determining applications for all types of leave:

- Curriculum and operational needs of the College
- The effect on learning outcomes for all students
- Availability of suitable replacement staff
- The timing and length of leave sought, particularly if there are multiple applications from a Subject or Learning Area
- The legislative requirements in granting the particular leave
- Prior leave history and frequency of applications; and
- Relevance of supporting statements / documentation to the application.

Specific criteria for determination of leave applications applying to Long Service Leave (LSL) and Leave Without Pay (LWOP) are described below. These specific criteria should be read in conjunction with the general criteria above.

Apart from short periods of leave, Staff taking leave would not be scheduled for year 12 classes. Any exceptions would only occur where such an absence is deemed not to be detrimental to the students' learning program.

Conjoint applications will be considered as the one application unless applicants indicate otherwise in their application.

Process for applying for leave:

- All leave requests must be made in writing addressed to the Principal and include the individual applicant's Long Service Leave statement that can be obtained from Edupay.
- Long service leave absences may be for any period not exceeding the long service leave credits available to an employee.
- No late applications will be accepted unless the applicant can demonstrate to the CC that special circumstances exist that prevented the applicant from applying within the advertised time frames.
- Applications for leave at other times will only be considered on compassionate grounds, especially short-term leave.
- Staff intending to apply for extended leave will not be given Year 12 classes in that year.
- If multiple requests for leave are received, the following considerations will determine the outcome of the decision-making process:
 - The person who has not had leave for the longest period
 - The personal needs of the applicant
 - The effect that each replacement will have on the school program and other staff
 - The availability of replacement staff
 - The effect on VCE classes

ANNUAL LEAVE - ESO

Education Support Officers employed on a 52/52 basis are entitled to 20 days (152 hours) recreation leave each calendar year. Leave may be taken at any time during the year with the approval of the Principal. No applications for recreation leave outside of school holiday periods will be accepted or approved for ESS employed on a 48/52 basis.

CHANGES IN TIME FRACTIONS

Time fraction reduction will only be granted if they are in the best interest of the efficient functioning of the College. Once a time fraction has been reduced the College does not have to increase this time fraction unless it is in the best interest of the efficient functioning of the College.

DISCRETION:

Special circumstances may arise from time to time, which will necessitate the Principal granting leave outside of the normal process


There is a right of appeal to the Merit Protection Board

TIMELINE FOR APPLICATIONS FOR LSL/LWOP and changes in time fractions

1. Applications due by Week 5 Term 3
2. CC will consider leave requests Week 6 - 9 Term 3
3. Principal will advise staff member Week 10 Term 3

Date of next review: Dec 2022

This policy was ratified by the Wallan Secondary College Council 18/02/2020



Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard to the safety of any student of our College.