



Staff Leave Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Apollo Bay P-12 College.

1. PURPOSE

The consideration and granting of leave is a College responsibility. Management of applications for leave is the responsibility of the Principal, acting upon advice from the Apollo Bay P-12 Consultative Committee.

2. SCOPE

This Leave Policy seeks to set out basic principles for the granting of leave, having regard to the requirements of the Department of Education & Early Childhood Development and relevant legal parameters, and to describe processes which are to be undertaken in the consideration of leave applications.

3. POLICIES

Where an entitlement exists, and discretion is relevant, every effort shall be made to respond favourably to a staff member's request for leave.

The principal has the responsibility to ensure that in all matters associated with the consideration and granting leave there shall be:

- the recognition of the rights and entitlements of staff;
- consideration for the circumstances and needs of the staff member applying for leave, including health issues, compassionate and compelling personal circumstances;
- the recognition of the interests of the school, including the impact of the leave on the educational program, budgetary constraints and the number of staff requesting leave in a similar time-frame;
- a process which is fair, equitable, reasonable, impartial and non-discriminatory;
- protection from arbitrary action, personal favouritism or coercion,
- no unreasonable restrictions based on year level or subjects taught or duties and responsibilities being undertaken;
- requirements from staff which are consistent with the School Policy and Advisory Guide.

In developing priorities among applications, the following matters should be considered:

- priority should be given to staff whose applications are based on health issues, compassionate and compelling personal and/or family circumstances;
- priority should be given to staff who have had an application for leave recently refused, or who have not taken leave in the recent past, or whose activities while on leave could benefit the school, eg study leave

The process involved in the granting of leave should include the following:

- Leave applications submitted on the college pro-forma to the Consultative Committee by the end of term 3 in the year preceding the year in which leave is being applied for; (LSL applications must include an “HRMS Entitlement Quotation” available from the Business Manager)
- compliance by staff with formal requirements for applications and with the provision of supporting evidence or documentation as needed;
- a collaborative process for consideration of leave applications;
- prompt consideration for leave applications and, where leave cannot be granted in the terms being sought, clear and supportive communication with the staff member concerned.

Unless indicated otherwise in the School Policy and Advisory Guide and unless extraordinary circumstances apply, once the Principal has authorised leave and the staff member has accepted, neither party may unilaterally withdraw from the arrangement.

4. IMPLEMENTATION

- Within the general policy guidelines listed above, the granting of specified forms of leave will be determined within the detailed guidelines described in the School Policy and Advisory Library.
- All requests for leave shall be submitted in writing or by e-mail with the type of leave and its duration clearly identified, and any evidence/documentation required by the School Policy and Advisory Guide attached.
- Except in the case of requests requiring confidentiality, requests for leave such as
 - long service leave or leave without pay should be considered in the first place by the Consultative Committee which will advise the Principal.
- All requests for leave should be submitted with as much notice as possible; where
 - appropriate specific timelines are set out in the document “Leave Policies and Procedures referred to in 4.1. However, an application for leave cannot be disregarded if lodged outside the specified time-frame.
- The response to the leave application shall be provided in writing. If the leave is
 - not granted in the terms being sought, the reasons for the refusal will be provided
 - in writing and:
 - sympathetically discussed with the application (if appropriate);
 - alternatives explored (including leave without pay)
 - appeal options identified and relevant material supplied.

5. EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle.

6. POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	August 2022
Approved by	Principal
Next scheduled review date	August 2025



Brian Humphries
Principal



Dan Holthouse
College Council President

7. RELATED POLICIES AND RESOURCES

The Department's Policy and Advisory Library (PAL):

[Personal Leave](#)

[Annual Leave](#)

[Parental Absence Leave](#)

[Bereavement Leave](#)

[Leave without pay](#)

[Family Violence](#)

[Leave – Bushfire, Flood or Other Severe Weather Event](#)

[Cultural and Ceremonial Leave](#)

[Study Leave for Teaching Service](#)

8. APPENDIX - FORMS

PARENTAL ABSENCE LEAVE FORM

This form is to be used by teaching service employees applying for parental absence. Policy information, including eligibility requirements, is available on HRWeb at:

<http://www.education.vic.gov.au/hrweb/employcond/Pages/parentlveTS.aspx>.

Privacy: The information collected on this form is for the purpose set out and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that the Department holds about you and request that it be corrected by contacting your Principal/Manager. Information about contacting the People Division is available at: <http://www.education.vic.gov.au/hrweb/Pages/contactus.aspx> Information about the Department's privacy policy is available at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

Employee Details

Family Name:

Given Name(s):

Employee ID:	School/Region name:
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Leave Details

	Full pay	Half pay
<input type="checkbox"/> Maternity Leave	From: ____ / ____ / ____ to: ____ / ____ / ____	From: ____ / ____ / ____ to: ____ / ____ / ____
<input type="checkbox"/> Other Paid Parental Leave (e.g. Adoption)	From: ____ / ____ / ____ to: ____ / ____ / ____	From: ____ / ____ / ____ to: ____ / ____ / ____
<input type="checkbox"/> Partner Leave	From: ____ / ____ / ____ to: ____ / ____ / ____	

Additional leave requested:	
<input type="checkbox"/> Long Service Leave	From: ____ / ____ / ____ to: ____ / ____ / ____
<input type="checkbox"/> Annual Leave/Additional Paid Leave (ESC employees only)	From: ____ / ____ / ____ to: ____ / ____ / ____

<input type="checkbox"/> Unpaid Parental Leave	From: ____ / ____ / ____ to: ____ / ____ / ____
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I have attached: *(please indicate the applicable one below)*

<input type="checkbox"/> A medical / birth certificate Due date or birth date: ____ / ____ / ____	<input type="checkbox"/> Evidence of adoption or other documentation Date of placement: ____ / ____ / ____
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Employee's Signature: _____	Date: ____ / ____ / ____
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APPROVAL

*Principal/Regional Director's Name (<i>Print</i>): _____	
*Principal/Regional Director's Signature: : _____	Date: ____ / ____ / ____

***Delegate must only exercise the delegation in respect of positions or employees in their school or region, as applicable.**

OFFICE USE ONLY

Eligibility confirmed by: - _____ —	<input type="checkbox"/> Payroll updated. Date: ____ / ____ / ____
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The completed form is to be placed on the employee's personnel file.

APPLICATION TO COMMUTE LONG SERVICE LEAVE OR FOR PAY IN ADVANCE OF LONG SERVICE LEAVE FORM

Information on long service leave including pay in advance and commuting leave is available on HRWeb at <http://www.education.vic.gov.au/hrweb/employcond/Pages/lsISCH.aspx> The Department collects personal information for the purposes of managing long service leave requests. Note: employees should use Employee Self Service to view leave entitlements and submit leave applications.

Privacy: The information collected on this form is for the purpose set out above and is required to process your request. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that the Department holds about you and request that it be corrected by contacting your Principal/Manager. Information about contacting the People Division is available at: <http://www.education.vic.gov.au/hrweb/Pages/contactus.aspx> Information about the Department's privacy policy is available at: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

Employee Details

Family Name:	Given Name:
Employee ID:	School/Region Name:

Pay In Advance

My application for Long Service Leave has been approved.

I require Pay in Advance

Commute Long Service Leave

I wish to commute _____ hours of my long service leave entitlement. This request is made:

- in conjunction with a long service leave absence of 228 hours (6 weeks) or more.
- in special circumstances not in conjunction with a long service leave absence of 228 hours (6 weeks) or more (supporting documentation attached).

Notes:

- Requests for pay in advance or commuting of long service leave will be processed in accordance with the Department's policy (refer to Long Service Leave policy on HRWeb).
- Commuted long service leave payments will be added to your normal fortnightly salary and taxed accordingly. This may result in a substantial increase in your marginal tax rate. Employees should seek professional advice on this matter.
- Please allow a minimum of two weeks prior to the commencement of any leave for processing.
- Note: Completion of this form does not guarantee entitlement to long service leave.

Employee's signature: _____ Date: ____ / ____ / ____

Approval

- Approved by Principal/Regional Director***
- Not approved by Principal/Regional Director***

Principal/Regional Director's signature:

Principal/Regional Director's name (*please print*):

Date: ____ / ____ / ____

*** Delegates must only exercise a delegation in respect of positions or employees in their school or region, as applicable.**

The completed form is to be sent to Schools People Services for processing of pay in advance and/or commuting of leave after the LSL has been approved on the payroll (where applicable).