

# Leave Policy for Teaching Staff

For policy regarding all types of Leave refer to the Department of Education & Training Human Resources website:

<http://www.eduweb.vic.gov.au/hrweb/employcond/leave/default.htm>

## 1 Non-discretionary Leave

Certain categories of Leave are not at the discretion of the Principal.

For example:

- Adoption Leave
- Bereavement Leave
- Carer's Leave
- Court Attendance Leave
- Jury Service Leave
- Maternity Leave
- Paternity Leave
- Sick Leave
- Spouse Leave.

However most Leave has to be covered by the College. For example the College has to meet the costs of Sick Leave, unless it is longer than thirty-one working days.

### **Protocol for Non-discretionary Leave:**

Staff should give the Principal maximum notice in relation to Non-discretionary Leave. All applications must be supported by documentary evidence.

## 2 Discretionary Leave – Long Service Leave Leave Without Pay

Applications for Long Service Leave and Leave Without Pay for the ensuing year will be invited by end of Term 3 each year. Staff are encouraged to give the Principal the maximum possible notice when applying for any Leave. Staff requesting Leave in Term 1 should apply by the end of Term 2 in the preceding year.

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The minimum notice required for any Application for Leave is two terms, however Applications for Leave because of compassionate circumstances will be considered at any time.

*In essence, the primary determining factor in whether Leave is approved is that a **suitable replacement teacher** is available for the duration of the Leave.*

However other factors may be considered. In deciding whether to grant Leave the Principal, in discussion with the Staff Manager and Administrative Committee, may consider the following matters:

- 1 The availability of replacement teachers, or if duties can be reorganised to ensure the absence will be covered.
- 2 The impact of the Leave on the College's educational program.
- 3 The reason(s) for the application for Leave, for example compassionate reasons.
- 4 The period and timing of the Leave.
- 5 The number of other staff in the College who have also submitted applications for Leave at this time.
- 6 The extent of the applicant's entitlement compared to other applicants from the same teaching area.
- 7 The applicant's Leave history, for example whether this is the first application for extended Leave.

After a period of Leave greater than a term the return date will normally be the first day of a new semester.

Leave without Pay will normally be granted for a maximum of one year (unless a greater period is required to bring the return date to the start of a new semester). **Leave without Pay will not be considered beyond two years except in exceptional circumstances.**

*Normally staff will be granted only one period of continuous Leave within the same academic year. Other periods of Leave will be considered on their merits.*

All Long Service Leave and Leave Without Pay applicants applying by the start of Term 4 will be notified as soon as possible before the end of the school year as to whether their application has been successful for part or all of the following year.

Note:

*1. Leave Without Pay does not count as service. Any staff member who is a member of the New or Revised superannuation funds is advised to contact the*

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*Government Superannuation Office (GSO) to seek advice concerning superannuation payments while on leave.*

2. Staff are advised that they can appeal to the Merit and Protection Boards if Leave is not granted.

*Endorsed by College Council October 23 2007*