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2024 Staff Leave Policy

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Purpose

To outline to our school community the Department's and Parkville College's policy requirements relating to leave.

Scope

This policy applies to all Parkville College staff. This policy primarily addresses common leave types and does not encompass all leave requests.

Policy

Parkville College is committed to supporting its employees' well-being and work-life balance while maintaining the highest standards of education. This Leave Policy serves as a guide for both employees and leaders in managing personal leave effectively and equitably within the school community.

Its primary objectives are as follows:

1. To establish clear guidelines and efficient processes for accommodating staff leave requests, ensuring minimal interference with the provision of teaching services, school administration, and operations.
2. To guarantee that leave requests are assessed and granted in a manner that is fair, reasonable, and equitable to all staff members.

It is essential to examine this policy alongside pertinent policies and guidelines from the Department of Education, and the provisions outlined in the Victorian Government Schools Agreement 2022.

This information can be accessed via the following links:

[Policy and Advisory Library - Personal Leave](#)

[Policy and Advisory Library - Industrial Agreements](#)

Implementation

The Campus Principal bears the responsibility for the management and approval of leave requests, considering the school's operation in alignment with DE Policies and financial factors.

It is imperative to understand that submitting a leave application does not guarantee automatic approval. An impartial, professional, and compassionate approach will be applied when assessing these requests on a case-by-case basis.

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In accordance with the VETiS special conditions contract, absences on Saturdays will impact special payments.

Most frequent types of leave

1.1.1.1 *Personal Leave*

A full-time employee is entitled to 114 hours (15 days) of personal leave on full pay on commencement and further 114 hours (15 days) personal leave accrues progressively each year. Personal leave accumulates across years of service if it is not depleted within a year. Part-time employees have access to personal leave provisions on a pro rata basis according to the time fraction worked.

Requests for personal leave must be accompanied by the necessary documentation, as outlined below:

- a) A maximum of 38 hours of personal leave may be granted during any calendar year without the need for documentation, if any single continuous absence without documentation does not exceed three days for a fulltime employee or (pro-rata) for a parttime employee.
- b) Personal leave taken immediately before or after a period of long service leave, school vacation, or a public holiday must be supported by the required document. If a part-time employee is absent on personal leave on a day adjacent to a public holiday that is not one of their designated working days, the requirement for a document may be waived.
- c) A required document is mandatory for personal leave taken on a day of authorised stop work action by a relevant union or when the employer questions the legitimacy of an illness, injury, or the reason for the absence.

1.1.1.1.1 *Applying for Personal Leave*

Employees seeking personal leave are required to follow the established procedure outlined below:

Employees must notify their team leader by 7.30 am by phone call or text that they will be absent from duty.

Following the initial contact, employees must then send an email to the Principal, Assistant Principal, Team Leader, and HR via the Parkville inbox to communicate their

absence. This email should be dispatched promptly upon becoming aware of the need for leave.

The notification should include the following details:

- d) Start and end dates of the requested leave.
- e) The reason for the leave.
- f) Any plans for task coverage or responsibilities during the absence.

After a period of absence from work, whether due to personal illness or injury or to provide care for an immediate family or household member, it is imperative that employees promptly initiate the leave request process upon their return to work through Edupay.

Failure to enter a personal leave request within one week of returning to work will result in the HR team entering the absence into Edupay as unpaid leave, leading to a corresponding loss of pay for the relevant duration.

In cases where supporting documentation is required for leaves related to illness or injury, employees are required to provide such documentation to the HR team within one week of resuming work. Failing to do so within this stipulated timeframe will prompt the HR team to classify the absence in Edupay as either personal leave without a medical certificate, unpaid leave, or a combination of the two, contingent upon the employee's available personal leave entitlements.

1.1.1.2 Leave without pay

Leave without pay is not an entitlement. Leave without pay requests will be assessed on an individual basis, with consideration given to the operational requirements of the school.

Employees may be granted leave without pay for periods of up to 12 months for a range of reasons including:

- family reasons
- study or training
- employment, including self-employment
- travel
- participate in, officiate at and, or train for sporting events

- pursuing the development of personal interests
- undertaking voluntary work, including participation in community and international aid programs
- campaigning for public office (other than an employee standing for a federal election who is required to resign)
- any other reason considered appropriate by the principal

Leave without pay for more than 12 months, including extending a period of leave, may be granted where the delegate considers this is warranted.

1.1.1.2.1 Applying for leave without pay

To request Leave Without Pay, individuals are required to formally submit their application via email to their Team Leader, the Principal, and the Business HR team. These applications should provide comprehensive details justifying the need for the requested leave. Upon receiving written approval for the leave, it is essential to promptly record it in Edupay prior to commencing the approved leave period.

1.1.1.3 Bereavement Leave

Employees may be granted up to 3 days of bereavement leave on full pay due to the passing of an immediate family member or someone in their household. This leave covers activities related to funeral arrangements and attendance.

Bereavement leave is typically granted until the date of the funeral and is subject to individual case assessment.

Immediate family members include:

- Spouse or domestic partner, including former spouses or domestic partners.
- Children, including adopted, stepchildren, or ex-nuptial children.
- Parents, grandparents, grandchildren, or siblings of the employee or their spouse, including step-relations and adoptive relations.

In exceptional circumstances, the principal may approve paid leave for the death of a person who is not an immediate family member or household member, such as foster parents or children, individuals acting as parental figures, or cases where the employee is the sole person responsible for making funeral arrangements.

Additional bereavement leave beyond the standard 3 days may be granted if there are specific circumstances, such as extensive travel requirements. Employees who require

more leave or different types of leave (e.g., annual leave, personal leave, etc.) due to grief, should follow the required processes (outlined in this policy) for making such requests.

It's important to note that bereavement leave is not intended for handling legal matters related to the deceased and leave without pay may be considered for such situations.

To request Bereavement Leave, individuals are required to formally submit their application via email to their Team Leader, Principal, and the Business HR team. These applications should provide comprehensive details justifying the need for the requested leave.

1.1.1.4 Critical Incident Leave

Any employee who, during the performance of their work, is directly involved in a critical incident is encouraged to participate in a CISM process on the day of the incident, prior to leaving the workplace.

A CISM team member may recommend the staff member go home. The employee needs to seek approval from their Team Leader or Principal before leaving the workplace.

Employees do not need to log leave for any time off taken on the day of a critical incident. Any leave taken after the day of the critical incident needs to be logged as leave on Edupay.

1.1.1.5 Study Leave

Study Leave represents a vital component within a spectrum of professional development opportunities, encompassing both formal and informal training resources, aimed at enhancing the capabilities of teaching service employees to ultimately enhance student learning outcomes.

The primary objective of Study Leave is to empower employees to engage in courses, training, or research endeavors that contribute to their capacity to serve within the Department of Education.

Employees within the teaching service are eligible to apply for Study Leave in either a full-time or part-time capacity, with or without compensation. The evaluation of applications for Study Leave takes into consideration the following criteria:

- The alignment of the proposed study or research with the school/Department's priorities.
- The pertinence of the study or research to the current or prospective responsibilities of the applicant.

- The determination that the chosen study or research represents the most effective form of professional development for the applicant.
- The feasibility of accommodating the study or research within the available budget.
- The compatibility of the proposed study leave with the staffing needs of the school.

In cases where Study Leave is granted with compensation, the duration of the leave is recognised as service for the purposes of annual leave, personal leave, and long service leave entitlements.

In situations where an application for Study Leave does not meet the established criteria, there may be consideration for granting a period of leave without compensation, contingent upon the school's staffing requirements. However, it should be noted that leave without pay in such instances will not be counted as service.

1.1.1.5.1 Applying for Study Leave

To request Study Leave, individuals are required to formally submit their application via email to their Team Leader, Principal, and the HR team. These applications should provide comprehensive details justifying the need for the requested leave. Upon receiving written approval for the leave, it is essential to promptly record it in Edupay prior to commencing the approved leave period.

1.1.1.6 Time in Lieu

Time in lieu is provided where an employee is required by the Principal to perform duties more than 38 hours per week for a full-time employee or the normal hours of a part-time employee. All work requiring more than 38 hours must be documented in supervision notes and emailed to the Team Leader. Time in lieu will accrue for the period in excess of 38 hours per week (pro-rata for a part-time employee).

1.1.1.6.1 Applying for Time in Lieu

Employees need to ensure pre-approval has been provided by the principal and that the performance of additional duties outside of normal hours is required and will attract Time in Lieu before submitting a request.

To request to take accrued Time in Lieu, individuals are required to formally submit their application via email to their Team Leader, Principal, and the HR team. These applications should provide comprehensive details, including when the Time in Lieu was accrued.

Where an employee has accrued time in lieu, that time is to be acquitted at a time(s) that causes the least disruption to the operational needs of the school. The acquittal of time in lieu will be determined by the Principal, following genuine consideration of the wishes of the employee.

As an alternative to Time in Lieu, and where agreed between the Principal and the employee, accrued time in lieu can be paid out as follows:

- teachers can be paid for the Time in Lieu owed at the teacher’s normal hourly rate of pay for the period of time of the accrued time in lieu; or
- Education Support class employees can be paid for the Time in Lieu owed at the employee’s normal hourly rate of pay for the period of time in lieu accrued within the normal span of hours or 150% for the period of time in lieu accrued outside the normal span of hours.

Your Team Leader will make provision for replacement staff and higher duties where appropriate. Time in Lieu does not carry over to the following year.

Please speak to an HR team member, who will guide you through the process of how to enter Time in Lieu in Edupay if applicable.

1.1.1.7 Long Service Leave

An employee is entitled to 495.6967 hours (3 months) of long service leave after 10 years of full-time eligible service, and 247.84835 hours (1.5 calendar months) of long service leave for each 5 years of full-time eligible service thereafter. An employee may, however, access their long service leave entitlement on a pro-rata basis after 7 years of eligible service. Part-time employees accrue long service leave on a pro-rata basis.

1.1.1.7.1 Applying for Long Service Leave

Whilst long service leave is an entitlement, the timing of the leave is discretionary. An application for long service leave needs to be lodged with sufficient notice, no later than 2 terms before the intended commencement of leave. In some circumstances, shorter notice periods may be approved by the Principal (or Regional Director in the case of the principal).

In considering applications for long service leave, the Principal will have regard to the operational requirements of the school, considering the availability of replacement staff and the number of staff who wish to take leave at the same time. Where long service leave is not granted, arrangements can be made to enable leave to be taken at an alternative date in the future.

To request to take Long Service Leave, individuals are required to formally submit their application via email to their Team Leader, Principal, and the Business Services team. These applications should provide comprehensive details, including leave duration and any supporting documentation.

1.1.1.8 Parental Leave

Parental absence enables an employee who is a parent to be absent from duty for a total of 7 years following or in conjunction with the birth, adoption or otherwise becoming the legal parent of one or more children.

Parental absence comprises one or more of the following forms of leave:

- maternity leave
- partner leave
- other paid parental leave
- long service leave
- annual leave and additional paid leave (Education Support class employees)
- family leave without pay

An employee may also be entitled to other leave preceding the birth or adoption of a child.

For further information regarding parental leave please refer to the Parental Leave Tool Kit or speak to a Business HR team member. This toolkit contains a wealth of information, including detailed policies, procedures, and frequently asked questions pertaining to parental leave.

Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

Related policies and resources

[Policy and Advisory Library - Personal Leave](#)

[Policy and Advisory Library - Industrial Agreements](#)

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Policy evaluation and review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years.

This policy was last updated in April 2024 and is scheduled for review in April 2026.