Collingwood College

Leave Policy

Document Version: 1.2
Last Updated: March 2022

Document Status:
Review By: SL, MD, AW, CG

Rationale

All Collingwood College employees are entitled to a range of leave provisions outlined by the Department of Education and Training (DET). All employees can request leave and each request is subject to the discretion and approval of the College Principal. At Collingwood College, the welfare and overall happiness of staff to provide outstanding education is considered a high priority; thus, every effort will be made by the school to accommodate leave requests. However, there maybe occasions when leave requests are deferred or negotiated due to the impact on school obligations. The College Principal has the responsibility for managing all leave and leave requests, aswell as ensuring the smooth and efficient operation of the school.

Purpose

The purpose of this policy is to actively support and inform employees of the types of leave, leave entitlements and processes that must be followed for leave requests to be approved and to ensurethat guidelines and processes are put in place to approve leave requests. This policy aims to provide/address the following:

- To provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the daily organisation and administration of the school
- To ensure discretionary leave is granted on a fair, reasonable and equitable basis

Policy

Implementation

- Leave may be an entitlement (e.g., Parental Absence/LSL), or awarded at the discretion of the College Principal (e.g.: Leave Without pay)
- Leave may be paid or unpaid
- The College Principal is responsible for managing a wide range of leave matters whilst ensuring the smooth and efficient operation of the school
- Each form of leave is granted subject to a variety of legislative requirements
- All staff are reminded that sick leave is for the purpose of supporting the staff member during times of illness or to receive medical treatment etc – it is not designed to be used as a form of paid flexi-leave from the school to carry out domestic or recreational pursuits
- Staff seeking discretionary leave must apply in writing to the College Principal as early aspossible to assist with future planning

Website: www.collingwood.vic.edu.au
Email:
collingwood.co@education.vic.gov.au

Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279

- Staff taking sick leave will notify the Assistant Principal and Daily Organiser (DORG) as early as practicable
- Principal class, as well as DORG, will make provision for replacement staff
- In determining whether leave may be granted, the College Principal will consider: -
    - whether the leave is discretionary or mandatory
    - the impact the granting of the leave will have the operations of the school
    - the entitlement of the staff member to the leave for which they have applied
    - the order of leave applications
    - availability of replacement staff
    - previous leave record
- All periods of extended leave will be reported to School Council
- Information about leave entitlements can be obtained by staff through verbal requests tothe Business Manager or via DET's HRweb.

Staff Responsibility

Personal Leave – Sick and Carer's Leave.

The annual entitlement of 15 days on full pay is credited on the anniversary of a staff member's commencement date and unused leave is cumulative. Employees employed on a part-time basis have access to personal leave positions on a pro-rata basis according to the fraction worked.

A medical certificate is required when:

- more than 3 consecutive days are taken (pro-rata for part-time employees)
- the absence is immediately before or after a public holiday or school vacation
- the absence occurs on a stop workday
- required by the College Principal

Leave applications, including any supporting documentation, must be entered on Edupay within 5 working days of returning to work. It is the responsibility of each staff member to check their leave balances using the forecast Balance function. Leave balances are shown inhours. If insufficient leave is available for a planned or unplanned absence, staff members must discuss the situation with the College Principal. If leave has not been entered within a week of the absence, and no contact has been made with the College Principal or delegate, the leave will be automatically entered as Leavewithout Pay. Where there is a need to amend the leave application, the Business Manager will consult with the staff member.

Website: www.collingwood.vic.edu.au
Email:
collingwood.co@education.vic.gov.au
Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279

Leave without Pay (LWOP)

LWOP is available to all staff as a general rule except those who are employed casually by the school. Application for LWOP should be submitted to the College Principal in writing two terms in advance of the term in which leave is to begin. LWOP in emergencies will be considered outside of these dates. LWOP may be granted for periods of up to 12 months. Please note this leave is not counted as service.

Long Service Leave

Long service leave can be taken for any length of time given sufficient entitlement on half or full pay. All applications should be submitted to the Principal in writing two terms in advance of the term in which leave is to begin.

Early resumption or any change from the original request of leave can only occur where the Principal approves it. Application for early resumption must be accompanied by a detailed explanation and supporting evidence.

Parental Absence

An application for leave must be lodged in writing in advance and accompanied by satisfactory supporting documentation related to the birth. Unless otherwise approved an employee who is pregnant is required to absent herself from duty for the period six weeks before the expected date of birth of her child and until six weeks after the actual date of birth of her child. An employee may be entitled to one or more forms of paid leave as part of a parental absence.

-
- Paid (Maternity: 16 weeks), (Adoption: 16 weeks),
- Unpaid family leave

In line with DET policy, staff on family leave are required to notify the College Principal in writing of their return-to-work intentions for the following year by 1st October.

Early Departure/ Late Arrival

Appointments made during the required attendance hours are deemed to leave which must be approved. This leave is to be entered on Edupay within a week and any supporting documentation is to be uploaded to Edupay. Staff must sign out via Compass and inform a Principal class member.

Website: www.collingwood.vic.edu.au
Email:
collingwood.co@education.vic.gov.au

Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279

Other Employment

Employees may engage in other employment where the activity does not conflict with their role asa public sector employee or could involve a conflict of interest. Other employment includes a second job, conducting a business, trade, or profession, or active involvement with other organisations (paid employment or voluntary work). Full-time employees require express permission to engage in any paid employment outside the Department or engage in the conduct ofa business, profession, or trade. Part-time employees may not engage in paid employment outside the Department or in the conduct of a business, profession or trade that conflicts with the proper performance of the employee's duties. A conflict of interest in the public sector exists where there is a conflict between an employee's public duties and responsibilities, and their private interests. A conflict of interest may be actual, potential or perceived. As a general rule, permission to engage in other employment that arises from or is associated with an employee's official duties will not be granted. For example permission will not generally be given to school-based employees for coaching (either privately or in colleges). Employees seeking permission from their Principal/Manager to engage in other paid employment or carry on a business, profession or trade must apply in writing prior to the commencement of any employment and sufficient time to enable the request to be considered and determined beforehand. Applications to engage in other employment should include the following information:

- details of the nature of the other employment, including the location and likely hours ofwork
- the remuneration expected (if any)
- if the application relates to publishing a book, a summary of the proposed publication mustbe attached
- expected duration of the employment

Employees granted permission to engage in outside employment are required to inform their Principal/Manager of any material change in the nature or circumstances of the outside employment for which approval has been given. Permission given to an employee to engage in outside employment may be withdrawn by notice in writing, including the reasons for the withdrawal, to the employee.

Other Leave

For further information and all other forms of leave entitlements, information can be obtained fromthe DET Human Resources

Website: www.collingwood.vic.edu.au
Email:
collingwood.co@education.vic.gov.au

Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279

Resources

DET link for information regarding different leave topics from A-Z
http://www.education.vic.gov.au/school/teachers/hr/Pages/default.aspx

DET access to information regarding personal leave –
http://www.education.vic.gov.au/school/teachers/hr/Pages/default.aspx

DET access to information regarding personal leave (Teaching Service) –
http://www.education.vic.gov.au/hrweb/Documents/Personal-Leave-Guide-Teaching- Service.pdf

DET access to further information regarding LWOP –
http://www.education.vic.gov.au/hrweb/employcond/Pages/lwopTS.aspx

DET access to further information regarding LSL -
http://www.education.vic.gov.au/hrweb/employcond/Pages/lslSCH.aspx

DET access to further information regarding Parental absence –
http://www.education.vic.gov.au/hrweb/Documents/Parental-Absence-TS-Guide.pdf

DET Human Resources website can be found at -
http://www.education.vic.gov.au/hrweb/employcond/Pages/default_leave.aspx

DET access to further information regarding other employment -
http://www.education.vic.gov.au/hrweb/employcond/Pages/extemp.aspx

Website: www.collingwood.vic.edu.au
Email:
collingwood.co@education.vic.gov.au

Corner Cromwell St and McCutcheon Way, Collingwood, VIC, Australia 3066
Postal Address: Private Bag 63, Abbotsford, VIC, Australia 3067
Phone: (+61 3) 9417 6681 Fax: (+61 3) 9416 1279