



KAMBRYA COLLEGE

POLICY

Staff Leave

Rationale:

Staff leave will be considered in line with relevant legislation, DET guidelines and policy and the Victorian Government Schools Agreement 2022. Categories of leave are detailed in the Victorian government Schools Agreement (2022) and Ministerial Order 199. Details of categories not explicitly noted in this policy should be identified from the relevant links to the above legislation as found within this policy. <https://www2.education.vic.gov.au/pal/personal-leave-teaching-service/overview>

Personal leave:

Personal leave is available to an employee when they are absent due to illness or injury; or to care for an immediate family or household member who is sick and requires the employee's care and support or who requires care due to an unexpected emergency.

Employees are credited with 114 hours personal leave on full pay on commencement of employment. Personal leave accrues at the rate of 114 hours on full pay for each completed year of service. Employees employed on a part-time basis have access to the personal leave provisions on a pro-rata basis according to the time fraction worked. Up to 38 hours personal leave in aggregate may be granted in any calendar year without production of a required document.

Required document:

In the case of an application for personal leave (illness or injury) or personal leave (carer's) a required document is a medical certificate or, if it is not reasonably practicable to provide a medical certificate, a statutory declaration.

Long Service Leave:

An employee is entitled to 495.6967 hours (three months) of long service leave after ten years of full-time eligible service, and 247.84835 hours (one and a half calendar months) of long service leave for each five years of full-time eligible service thereafter. An employee may, however, access his or her long service leave entitlement on a pro-rata basis after seven years of eligible service. Part-time employees accrue long service leave on a pro-rata basis.

Granting of 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 two terms before the intended commencement of leave. Staff must submit a Long Service Leave application in writing to the principal for approval. Once approved, the Long Service Leave will be entered in eduPay by the Administration.

In considering applications for long service leave, the principal will have regard to the operational requirements of the school, taking into account 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 should be made with the employee to enable leave to be taken at an alternative date in the future.

Bereavement Leave:

An employee may be granted leave on full pay of up to three days on account of the death of a member of their immediate family or household for the purposes of making funeral arrangements and/or attending the funeral.

Immediate family includes:

- A spouse or domestic partner (including a former spouse or former domestic partner) of the employee. A domestic partner means a person to whom the employee is not married but with whom the employee is living as a couple on a genuine domestic basis (irrespective of gender); and
- A child or an adult child (including an adopted child, a stepchild, or an ex nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.

The principal may grant paid leave in other cases where, in their opinion, special circumstances exist. Special circumstances include the death of a:

- person with whom the employee had a close relationship.
- step or foster parent or child.
- relative who has taken the place of a parent.
- relative residing with the employee at the time of the death
- Person where employee is the only relative of the deceased person and is the only person available to make the funeral arrangements.

Leave, with or without pay, in excess of that specified above may be granted if the principal is satisfied that three days is inadequate because of special circumstances (for example, funeral delay or extensive travelling involved). In considering applications for bereavement leave, it is important to note that each case should be considered on its merits.

Bereavement leave would not normally be granted beyond the date of the funeral. Any subsequent request for leave on account of grief would need to be granted as personal leave and supported by a required document in accordance with personal leave provisions.

Paid leave is not granted for the execution of any legal business associated with the death of a relative. Leave without pay may be granted for this purpose.

For applications on account of bereavement, a death/funeral notice should be provided with advice establishing the employee's relationship to the deceased.

Parental Absence:

An employee may be entitled to 1 or more forms of leave as part of a parental absence. Staff seeking parental leave should liaise with the principal and familiarise themselves with the DET Parental Absences Policy.

<https://www2.education.vic.gov.au/pal/parental-absence-teaching-service/policy-and-guidelines/leave-entitlements>

Leave Without Pay:

Leave without pay may be considered by the principal but it is noted that the timing of the leave is discretionary. Where possible, an application for leave without pay needs to be lodged with sufficient notice, no later than two terms before the intended commencement of leave.

In considering applications for leave without pay, the principal will have regard to the operational requirements of the school, taking into account the availability of appropriate replacement staff, disruption to the school program and the number of staff who wish to take leave at the same time. In the event that leave without pay is unable to be granted after consideration of the above, the employee will be required to meet the obligations of their employment as per their contractual obligations, the work conditions agreed upon by the school underpinned by the Victorian Government Schools Agreement and relevant DET policy. <https://www2.education.vic.gov.au/pal/leave-without-pay-teaching-service/overview>

Evaluation:

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

Author	Martin McDonald - Acting Principal
Approved by Kambrya College School Council	12/06/2024
Responsible for Review	Principal Team
Next Review Date	2027