

# Mawson Lakes School - OSHC

## Policy Statement on Staff Leave

*The Mawson Lakes School OSHC Service aims to provide leave to educators in ways which benefit both staff and the Service. Educators are entitled to leave as provided by their industrial awards (Child Services Award and NES 2010).*

### **HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

- **Annual, sick, family and study leave** provisions apply to staff employed on a permanent basis. Long service leave and leave without pay provisions apply to all staff/educators.
- **Annual leave** - the Director/Nominated Supervisor is responsible for allocating and approving annual leave, using a planned approach. However s/he should consult the management body if s/he believes it is necessary to direct an educator to take annual leave.
  - Where educators are required for vacation care programs, annual leave will generally not be approved during school vacation times.
  - The Director/Nominated Supervisor should notify the management body six weeks in advance of any period of annual leave s/he intends to take.
  - Educators should apply for annual leave at least six weeks before the date they want to start leave.
  - Where staff need annual leave at short notice for personal emergencies the Service will be flexible in trying to help meet the staff member's needs.
  - The Director/Nominated Supervisor will give staff a written approval/non-approval for annual leave within two weeks of receiving the application.
  - Once leave has been approved, it should only be changed by agreement between the staff member and the Director/Nominated Supervisor.
  - Educators may take the annual leave due to them within six months of it becoming due, or by agreement with management within twelve months of it becoming due.
- 3. **Sick leave** -- the Director/Nominated Supervisor is responsible for approving sick leave applications.
  - Educators will let the Service know as soon as possible if they are too ill to come to work, preferably before the start time of their shift.

- Staff must supply a medical certificate for sick leave of two or more days in a row.
- The Director/Nominated Supervisor has the discretion to approve sick leave of less than two days in a row without a medical certificate.
- The Director/Nominated Supervisor may approve sick leave in advance only if it is for a scheduled medical procedure and the staff member supplies a medical certificate.
- When a staff member needs more sick leave than the award allows, the Director/Nominated Supervisor may approve sick leave without pay if the staff member provides a medical certificate.
- **Family leave** -- the Director/Nominated Supervisor has the authority to approve and administer the Family leave provisions of the Awards, but should advise the management body of any family leave applications or variations to family leave.
- **Study leave** -- the Director/Nominated Supervisor is responsible for administering the study leave provisions of the Child Services Award, except for requests for long term study leave without pay. The management body will consider these requests, as outlined above in 2.6.
- **Long Service Leave** -- the Director/Nominated Supervisor is responsible for arranging and allocating long service leave. However s/he should consult the management body if s/he believes it is necessary to direct a staff member to take long service leave.
  - The Director/Nominated Supervisor should give at least two months notice to the management body of when s/he intends to take long service leave.
  - Educators should apply for long service leave at least two months ahead of when they want to take it.
  - Educators should take long service leave as soon as they reasonably can after it falls due.
  - The Service encourages educators to take their long service leave in a full block rather than splitting it.
- **Leave without pay** - staff can apply for short or long term leave without pay for health, family, study or personal reasons.
  - The Director/Nominated Supervisor has the discretion to approve leave without pay for periods of less than ten working days (short term leave).
  - The management body will consider requests for long term leave without pay (i.e. more than ten working days). Staff should apply in writing through the Director/Nominated Supervisor to the Chairperson of the management body, where possible at least six weeks in advance, giving the reasons for the leave.

- The Director/Nominated Supervisor and/or the management body will consider each case based on the needs of both the Service and the staff member.
- Educators should use all available paid leave before applying for leave without pay.
- Leave without pay will not break service but will not count for accrual of benefits.