



College council will review this policy every three years or as directed by DET

Date approved: June 2019

Date of next review: 2022

RATIONALE

- The Leave Policy is designed to balance the rights and conditions of staff with the obligation to organise the College in the best way to achieve the highest standards of student learning. The replacement of staff on leave to ensure continuity of learning is vital to achieving high standards.
- The Department of Education and Training has devolved leave approval to the College Principal.

PURPOSE

- To provide a leave approval policy for all staff which will allow for maximised student learning outcomes.
- To provide procedural information on leave for staff.
- To maintain merit and equity in dealing with leave applications.

GUIDELINES

- The Principal has the sole responsibility for granting leave, however, the College Council may be involved due to budgetary considerations.
- The Consultative Committee will provide advice to the Principal regarding granting leave.
- Specific details relating to Long Service Leave and Leave Without Pay, are included in the "School Policy and Advisory Guide" under Human Resources; Employment conditions; Leave; and can be accessed via Eduweb.
- Staff who are granted leave are expected to provide all necessary work documents for replacement personnel, including preparation for reports where appropriate. For teaching staff the documents should include assessments, work programs, as well as details of work covered.
- Staff must access the School Policy and Advisory Guide and EduPay to determine eligibility for leave prior to completing an application.
- Applications for leave must be in writing or on the appropriate leave application form available from the Business Manager.
- Granting of Long Service Leave at Doncaster Secondary College is usually for a period of 31 working days, a full term or multiples of a term.
- In cases of applications for 5 days or less the Principal will make a decision whether to grant the leave. If the Principal decides not to grant leave the matter will be referred back to the Consultative Committee (LCC) for further discussion.
- Leave Without Pay will not usually be granted for any extended period in the first five years of tenure with the Department of Education and Training (DET).
- Leave Without Pay may be granted for up to twelve months only. LWOP which adjoins holiday periods will be subject to arrangements in the relevant Ministerial Order.

- Leave may be approved providing the leave will not adversely affect the delivery of the curriculum at the school and suitable replacement staff members can be employed from within the Student Resource Package.
- Where a person has been granted leave for a period of two weeks or more, they would not normally be allocated a Year 12 class during the year.
- To ensure consistency in the delivery of the Year 11 program staff teaching Year 11 should apply for leave less than two weeks or greater than six weeks. This arrangement will allow for the hiring of a single short term contract teacher to maintain consistent delivery over this extended period. Consideration will be also given to the overall numbers of staff and the numbers of staff from a given Learning area granted LSL or LWOP at any one time.
- When there are multiple staff requesting leave for the same period, a range of additional factors beyond curriculum delivery concerns will be taken into consideration, including:
 - Length of time since leave was last granted;
 - Amount of leave already taken;
 - Length of service with DET;
 - Compassionate factors; and
 - Length of Leave request.
- Whilst Long Service Leave is an entitlement, the timing of the leave is discretionary. Where LSL is not granted, the Principal may grant leave at an alternative date in the future in consultation with the staff member.
- Personal tax minimisation strategies are not considered to be grounds to support the granting of leave.
- The Principal may grant leave to applicants who do not meet these conditions in exceptional circumstances.
- Applications for leave should be lodged with the BUSINESS MANAGER no later **than the last working day in August in the year prior to the intended commencement of leave.**
- Late applications will only be considered if they are based on compelling compassionate grounds.
- The Principal will make the decision on leave following appropriate consultation with members of the College Leadership Team who have operational and management responsibility for human resources and the Consultative Committee (CC).
- Where cancellation of leave is requested, the Principal must be notified in writing as soon as possible. **Cancellation prior to commencement of leave or during the leave period may not be granted unless suitable arrangements can be made that do not impact on curriculum delivery, minimisation of disruption to classes, timetable arrangements, contractual arrangements or the College financial position.**
- A staff member may seek reconsideration of a leave decision. The reconsideration would be undertaken by the Consultative Committee and will involve consultation with the relevant member of the Principal Class and Timetabler, as well as consideration of any additional information to support the application. A recommendation regarding the reconsideration will then be made to the Principal.
- Decisions in relation to leave should be communicated in writing to the applicant and should be honoured by both parties.

REFER ALSO TO: VICTORIAN GOVERNMENT SCHOOLS AGREEMENT 2017

<https://www.education.vic.gov.au/hrweb/employcond/Pages/Pers-Compas-Lve.aspx>