



## **PERSONAL LEAVE POLICY (SICK / CARERS LEAVE)**

This policy will be reviewed every 3 – 4 years  
*Consultation with College Council  
is not required*

**Date reviewed:** November 2019

**Date of next review:** 2023

Personal Leave is available to an employee when he or she is absent due to personal illness or personal injury; or care of an immediate family member who is sick or injured and requires the employee's care or support or who requires care or support due to an unexpected emergency.

Employees are credited with 114 hours Personal Leave on full pay per year (for full time) and pro rata for part time employees.

Up to 38 hours (full time employees. Pro rata for part time employees) Personal Leave may be granted in **each calendar year** without a required document (\*see note below) but not exceeding three days in a row.

Applications for Personal Leave **MUST** be supported by a required document if the absence occurs immediately before and/or after a School Vacation Period, Public Holiday or Long Service Leave.

### **ENTERING YOUR LEAVE**

- Personal Leave must be entered into Edupay within **3 WORKING DAYS** of the absence.
- The required document must be attached to the online leave request.
- If the required document is not provided, the absence will be classed as 'Sick Leave Without Certificate'.
- If Personal Leave Without Certificate has already been used and the required document has not been provided, the absence will be entered as **UNPAID** leave.

### **Please Note:**

- If a required document is not provided after a School Vacation Period the employee risks the 2 week Vacation period being translated to Sick Leave.

### **\*Required document**

A required document is a Medical Certificate or Carer's Certificate from a registered medical practitioner.

An Appointment Attendance Certificate is adequate for a portion of the day, however it is **NOT** sufficient for a full Personal Leave Day.

A Statutory Declaration may be used if it is not reasonably practicable to provide a medical certificate

- Employees must discuss this with the Principal prior to entering leave on Edupay.
- The Principal is able to sign the Statutory Declaration as an authorised person before the employee uploads it to Edupay.
- The Principal decides whether it is practicable to provide a medical certificate and will consider the circumstances of the individual case.

For all other leave, the employee must elect in writing if you wish to apply for Long Service Leave or Leave Without pay by completing a form BEFORE the leave is taken. In the case of Long Service Leave, your form must be submitted in the year prior to the leave being taken. Please refer to '**Leave Policy**'.

**Bereavement Leave** – [refer to the DET Bereavement Policy](#)