

TIMBOON P-12 SCHOOL PROTOCOL FOR THE GRANTING OF LEAVE

1.0 PREAMBLE

1.1 Under section 77 of the Teaching Service Act 1981 and Ministerial Order 136 the Director has delegated to the Principal the power to grant leave within certain limitations under the order. Further delegations is NOT permitted under the Act (Refer 6.9.14 in Schools of Future Reference Guide).

1.2 This document defines the major parameters associated with granting of leave. The Principal is not unequivocally bound by these parameters but may use discretion in accordance with sound personnel practices.

1.3 This document shall be included in the staff handbook.

2.0 APPROVAL

2.1 Staff applications for leave will be tabled at a Consultative Committee meeting for comment. They shall advise the Principal when granting or refusing leave.

2.2 Approval for leave such as Medical, Parental, Carers and Pressing Necessity will be the responsibility of the Principal.

2.3 The final decision on all leave (including but not limited to Study Leave, Bereavement, Parental Leave, Leave Without Pay, Sick Leave, Long Service Leave, Defence Force Leave, Maternity and Paternity Leave, Adoption Leave, Spouse Leave, Long Service Leave, Carers Leave) is the responsibility of the Principal.

3.0 KEY FACTORS

3.1 The key factors in approving leave are:

- the personal needs and entitlements of the individual.
- the effective operation of the school.

3.2 Eligibility will be determined within the DET guidelines however eligibility alone does NOT ensure that leave will be granted.

4.0 DOCUMENTATION

4.1 The documentation of all steps will be kept in the individual's personal file (application, eligibility report, approval / rejection).

4.2 Confidential information, including service history, should not be provided to any other person or committee.

4.3 Current guidelines for documentation will apply eg. Medical Certificates, Death Notices for Pressing Necessity Leave.

4.4 Applications should be made on the appropriate form available from the Personnel Manager and other matters for consideration may be appended.

4.5 The applicant will be notified regarding their application ASAP.

4.6 Cancellation or early return from leave must be requested in writing and must be approved by the Principal.

5.0 GENERAL GUIDELINES

5.1 For teaching staff applications for Study Leave, Long Service Leave and Leave Without Pay of 6 months or extended leave considerations the general guidelines are:-

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- A service record at the school of a minimum of 2 years prior to Leave Without Pay for period of twelve months being granted
- no more than two staff per campus at any time
- no learning area should be seriously depleted in any one time, however staff in very small areas should not be discriminated against.

5.2 For non teaching staff applications for Study Leave, Long Service Leave and Leave Without Pay for 6 months or less the general guidelines will be, where possible, to distribute the leave across the year.

5.3 Conjoint applications will be considered as one application.

5.4 Factors which may be considered when determining priorities include length of service, last period of leave, prior unsuccessful leave applications, compassionate grounds, the educational requirements of the school and the capacity to replace staff or adjust the curriculum.

5.5 Staff must consider their responsibility in years 12, 6 and prep where crucial transition events occur. Staff need to ensure these key transition times are not adversely effected by leave applications.

6.0 ANNUAL PLAN

6.1 Applications for Long Service Leave and Leave Without Pay may be lodged at a Consultative Committee meeting three terms in advance. All applications will be considered at the same time at the final Consultative Committee meeting for the term. For example, if applying for leave during term 4, the application will be considered by the Consultative Committee at the final meeting in term 1.

6.2 If there are fewer than two teachers approved to have leave as per 6.1, further applications will be considered upon receipt at the next Consultative Committee meeting provided at least 10 weeks notice is provided.

6.3 Later applications for Long Service Leave and Leave Without Pay outlining extraordinary circumstances can be lodged.

7.0 APPEALS

7.1 Appeals for reconsideration of refused leave for staff can be made to the Consultative Committee.

7.2 The Consultative Committee will make recommendations on the appeal to the Principal.

7.3 The normal right of appeal to the Merit Protection Board applies.