

STAFF LEAVE POLICY

Keilor Heights Primary School



Help for non-English speakers

If you need help to understand the information in this policy, please contact Keilor Heights Primary School at keilor_heights.ps@education.vic.gov.au.

PURPOSE

Staff at KHPS may require leave for a range of reasons and for varying durations. There are times where the leave is due to unforeseen circumstances where there is little time to prepare. In other situations, the leave is planned for in advance such as PD or Long Service Leave. This policy is aimed at these situations so that there are clear guidelines to follow. This will involve the staff member on leave preparing classes that meet established standards and quality control being managed by the domain leaders. The school principal has the responsibility for managing all leave and leave requests, as well as ensuring the smooth operation of the school.

SCOPE

This policy aims to:

- Provide guidelines and processes to accommodate the leave requests of staff with minimum disruption to the daily organisation and administration of the school.
- Ensure discretionary leave is granted on a fair, reasonable and equitable basis.

POLICY

There are two types of leave: Discretionary and Non-Discretionary.

Non-Discretionary Leave:

The following types of leave are parts of Awards, and these will be granted as per the relevant Award. However, the Principal will ensure that all applications for these types of leave listed are supported by the appropriate documentary evidence.

There are some limiting requirements for these types of leave, and these are noted in the Victorian Government Schools Guide.

- Personal leave (Sick/Carers)
- Recreational/Annual Leave
- Defence Force Leave (annual training)
- Maternity, Paternity, Parental Leave
- Bereavement Leave, Spouse Leave
- Jury Service Leave
- Court Attendance Leave

Discretionary Leave:

The Director, under section 77 of the Teaching Service Act, has delegated the power to grant leave to the office of the Principal in consultation with the Consultative Committee with some limitations. This will cover:

- Long Service Leave (LSL)
- Leave without Pay (LWOP)
- Study Leave
- Attendance at Sporting Competitions
- Religious Observance Leave

Returning from Leave:

To resume duty early from any form of leave, a staff member must seek approval first from the Principal. Approval of early resumption is dependent upon suitable staffing arrangements being made to accommodate the return to duty.

- a) Sick/Carers Leave – It is the individual responsibility of the staff member to enter on eduPay the date/s of the leave, the day of return from leave and should be accompanied by any relevant medical certificates. If leave is not entered into eduPay by COB on Pay Calculation, the leave may result in LWOP.

An employee may return to duty following parental absence:

- b) Immediately following the expiration of maternity or adoption leave or parental absence period; or
- c) On the first day of any term (but not earlier than the expiration of any maternity or adoption leave), if written notice of intention to return is given by 1 October in the year preceding the intended date of return; or
- d) At such other times as may be approved in any particular case provided that applications on compassionate or hardship grounds will not be unreasonably refused.

Important Points to consider when applying for Leave:

- LWOP applications must be considered carefully, as extension requests or early return cannot be guaranteed.
- LWOP will not be granted for more than 12 months; however an extension may be applied for. Written applications for extensions must be received within the time frame for other leave requests at the beginning of term 3 in the current year of leave.
- A staff member must have had 2 years' service at Keilor Heights Primary School before an application for extended LWOP would be considered. Extenuating circumstances will be considered at the Principal's discretion.
- Any leave approved by the Principal applies whilst the staff member is located at this School. Staff who transfer to or are promoted to other workplaces before taking leave would need to reapply for the leave through the Principal or workplace Manager of their new location.

- Staff who wish to withdraw or change their leave, must give at least one term's notice and there is no guarantee that such a request will be agreed to as it may impact on prior staffing decisions.
- Staff considering taking leave are advised to discuss the matter with the Principal, or the Business Manager for ES staff, before making an application.
- Prior booking of accommodation, travel arrangements, booking flights etc. (before approval of leave) will not be considered in granting or not granting the leave application.
- Assessment and reporting requirements still need to be met in cases where leave is granted to teaching staff for less than one whole term. This may mean the completion of reports or input into their completion.

For detailed conditions of granting Leave and other types of Leave, reference should be made to the DET Leave Policy.

The Principal is entitled to approve leave at a time that least disrupts the ongoing educational and funding requirements of the college. Thus, in some instances, it will be necessary to defer the granting of leave to another time. Whilst Long Service Leave (LSL) is an entitlement, Leave Without Pay (LWOP) is NOT an entitlement, therefore the college's circumstances and the reasons for the application will be given equal consideration.

Staff requesting LWOP or LSL should notify the Principal if they are intending to work while on LWOP or LSL.

Applying for Leave

The Principal in consultation with Consultative Committee will consider the following factors when recommendations are being made in regard to Discretionary Leave applications:

- type of leave
- reasons for the leave
- The length of leave
- The issue of curriculum imbalance
- continuity of tuition for students
- availability of replacement teachers
- funding of replacement teachers
- the need to advertise vacancies on Recruitment Online for leave greater than 1 term for teachers and Education Support Staff
- the impact of the staff member's absence on the school's educational programs
- the staff member's history, particularly with previous leave, amount of previous leave and recent leave granted
- staff member's application in respect to other leave applications, especially from the same domain and/or from teachers of the same group of students

Please note: Applications for leave in the week adjacent to a term holiday break must be a minimum of one calendar week.

Each form of leave is granted subject to a variety of legislative requirements.

Applications for Long Service Leave (LSL) and Leave Without Pay (LWOP)

Applications for LSL and LWOP for the following year will be called for in the first week of term three and will be accepted up until the end of week three. A decision on applications will be given in writing

within four weeks of this. Applications for LSL and LWOP at other times will be considered on compassionate grounds especially short-term leave.

The application must be in writing and should include

- Type of Leave required
- Dates of Leave (specify the exact date when the leave is requested)
- Reasons for leave (if confidentiality is required then reasons may be provided verbally to the Principal prior to applying)
- Calculation of the staff member's long service leave attached to the application
- LSL balance report is available from eduPay if applying for Long Service Leave

For all requests for leave (long service, leave without pay, confinement, T.I.L etc.) the following process is to be followed:

- Check in EduPay for eligibility
- Email the Principal
- Once permission is gained, the applicant must enter the details in EduPay
- Principal has the final discretion

In the case of sick leave, carer's leave etc., details are to be entered into EduPay as soon as practicable once returning to work. Certificates are to be uploaded to EduPay ASAP. Any questions associated with EduPay are to be directed to the school's EduPay administration – the Business Manager

Appeals

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

Planning for Leave

Teacher planning requirements prior to beginning leave of varying duration. Leave may be granted for several reasons and for varying duration. The level of detail required in planning varies with each of these situations. When taking planned leave, teachers are expected to provide lesson plans for CRTs that include an appropriate level of detail to support continuity of learning, while still allowing flexibility for the replacement teacher to make professional adjustments where necessary. For shorter absences, lesson plans should include clear, detailed instructions and resources. For longer periods of leave, teachers may provide broader weekly overviews; however, these must still contain sufficient information to enable a replacement teacher to plan with minimal additional preparation. It is also essential that teachers leave comprehensive information about individual student needs, including adjustments, behaviour supports, and wellbeing considerations, to ensure all students continue to be supported effectively during the teacher's absence.

Planning should be completed, and a copy should be submitted to the Daily Organiser prior to the commencement of leave. This is an important step in the process as it allows the Daily Organiser to support the planning process and ensures that they have working knowledge of the content that is being left.

Unplanned Absences

Teachers will provide work to their teacher buddy and/or team leader and/or the Daily Organiser when they are unable to attend work. In the extreme case where class work has not been prepared, team leaders will support with providing lessons for the replacement teacher. Each year level team is

responsible for developing a process and/or pool of resources that can be called upon in this type of situation.

FURTHER INFORMATION AND RESOURCES

RESOURCES For Information regarding leave and entitlements please refer to the following DET policies:

- Personal Leave: <https://www2.education.vic.gov.au/pal/personal-leave-teaching-service/overview>
- Leave Without Pay (LWOP): <https://www2.education.vic.gov.au/pal/leave-without-pay-teachingservice/overview>
- Long Service Leave (LSL): <https://www2.education.vic.gov.au/pal/long-service-leave-teachingservice/overview>
- Parental Absence: <https://www2.education.vic.gov.au/pal/parental-absence-teaching-service/overview>
- Bereavement Leave: <https://www2.education.vic.gov.au/pal/bereavement-leave/overview>
*please be mindful of what qualifies as bereavement leave & that it cannot be logged on eduPay without supporting documentation i.e. death certificate or funeral notice.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal
Next scheduled review date	2027 (Every Year)