

## Melrose Primary School

# LEAVE POLICY

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### **Rationale:**

The Principal has by delegation, the power to grant leave within the provisions of the Teaching Service Act 1981 and Ministerial Order 136. For details on long service leave and recreation leave (for School Services Officers) provisions, staff are referred to the Personnel Manual section 9.13 and the Schools of the Future Reference Guide – Section 6.9.

In addition, the Department of Education is required to comply with the provisions of any award of the Australian Industrial Relations Commission (AIRC) that affects staff employed in State Schools.

The Principal in granting leave, will give consideration to both the needs of the staff member and the needs of the school. In relation to sick leave with a medical certificate, this information must be given to the Business Manager, within three working days of returning. Failure to do so will result in the staff member being placed on leave without a medical certificate.

### **Criteria:**

The following criteria will be used to determine approval for Leave application (these are not in priority order).

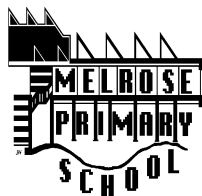
- Capacity of school to cover absence.
- Length of Leave applied for
- Record of previous application (successful or unsuccessful)
- Length of service since last successful application
- Relation to other circumstances e.g. spouse leave
- Availability of replacement teachers
- Multiple applications for leave for the same period
- The financial cost to the school
- Any other relevant information

### **Application Procedures:**

All application for any type of leave must be submitted in writing outlining specific dates and any other relevant information. It is expected that staff will provide the Principal with the maximum possible notice in relation to application for leave.

As a minimum applications should be submitted as follows:

- Long Service Leave at least two (2) terms prior to the intended commencement date of the leave.
- Leave Without Pay at least one (1) month prior to the intended commencement date of the leave.
- Applications will be accepted on shorter notice at the discretion of the principal.



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Long Service Leave may be granted for any period of time subject to eligibility requirements, and does not come from the School Global Budget. However, the cost of all other types of leave of less than 31 working days must be borne by the School Global Budget therefore; Teaching staff are requested to bear this in mind. Leave for SSO is granted if the Global Budget can afford to.

## **Cancellation:**

Cancellation may only occur in exceptional circumstances and is subject to Principal's approval.

## **Appeals:**

Teachers wishing to appeal against an unsuccessful decision need to do so in writing within one week of the notification of result of application. A panel consisting of three members – the School Council President or representative, a teacher representative chosen by the staff and the principal or his/her representative, will deal with all appeals against unsuccessful application.

A staff member who remains aggrieved may appeal to the Merit Protection Board.

This policy was last ratified by School Council in....

**May 2007**

School Council President...Dale Smith.....(signature)