



YALLOURN NORTH PRIMARY SCHOOL PERSONAL LEAVE POLICY AND PROCEDURES

Personal leave is available to a staff member when he or she is absent due to illness or injury; or to care for an *immediate* family member who is sick and requires care or requires care due to an unexpected emergency.

“Teaching Service” which includes ES staff receive an entitlement of 15 days on commencement and are allocated 15 days on each completed full year of service (pro rata for part time staff). Unused leave will accrue each year.

From 2010 ES staff will still accumulate entitlement on their anniversary as they do now, but when using leave it will be based on a calendar year.

Except as set out below, applications for personal leave must be supported by a *required document*:

- A *required document* must be provided for absences:
 - Immediately before and/or after a **school vacation** period
 - Immediately before and/or after a **public holiday**
 - Immediately before and/or after a period of **LSL**
 - On a day of **stop work** action

- A *required document is not needed* when the leave is
 - For any single absence which does not exceed three days and when
 - Absences without a required document have not exceeded a total of 38 hours, (5 days) in any **calendar** year.

Definition of a *Required Document* is as follows:

- Medical Certificate from a registered medical practitioner
- Certificate in Lieu means a certificate issued by a registered health practitioner e.g. Chiropractor, Dentist, Pharmacist, Optometrist (See full list below)
- Statutory Declaration

The *Required Document* must state that the holder was “unfit for duties” to ensure leave with a certificate is valid.

In the case of **Carer's leave** the required document must state that the immediate family member requiring care is suffering from an illness which requires care by another.

Except as set out above any personal leave absence that is not supported by a required document will be without pay.

Where paid personal leave entitlements have been exhausted, supporting documentation must still be provided.

Entry on EduPay and return of required documentation

Entry of leave in EduPay must be undertaken within 5 days of return to work. The *required document*, where applicable must be provided **within 5 working days of returning to work**. **Where this does not occur** the leave will be processed as leave without a certificate. (One reminder will be issued after 4 days).

Where the leave entitlement has been exhausted it will be processed as **leave without credits (unpaid)**.

Certificates should be given to the Business Manager in the office.

Part Day Absences

Staff members who leave the school during the day must sign the Leave book. If the staff member does not intend to return they must inform the Principal of their need to leave the school.

This absence will fall under the requirements outlined above and the appropriate leave must be recorded.

The Departments regulations with respect to leave are that full time ES staff are paid for 7 hours and 36 minutes per day. Official hours of duty are 8.15 to 4.36pm.

Part day absence hours are calculated and deducted based on hours paid. i.e. If you are employed to work a full day and leave at 2pm you are utilising 2 hours and 36 mins of leave. (i.e. 2:00 to 4:36). If you arrive at work at 10am, time counted is from 8.15 until 10am, 1 hour 45 mins leave. (Pro rata for part time staff based on Work Schedule).

Teachers are required to be in attendance for a minimum of 7 hours per day (full time).
Hours of attendance are 8.25am to 4pm each day.

Part day absence hours are calculated and deducted based on hours paid.

For example if you leave at 2.00pm you would record an absence of 2 hours.

Part time staff with a full working day absence will be calculated by EduPay according to current Work Schedule. Part day absences are to be calculated taking into account the start and finish times scheduled on that day.

Who can supply a required document?

On 1 July 2010 a national registration and accreditation scheme (national scheme) for health practitioners commenced. The *Health Practitioner Regulation National Law (Victoria) Act 2009* (National Law) provides the legislative framework for the national scheme in Victoria and replaces the *Health Professions Registration Act (2005)* (HPR Act) for 10 health professions. They are:

- Chiropractors
- Dental care practitioners (including dentists, dental hygienists, dental prosthetists and dental therapists)
- Medical practitioners
- Nurses and midwives
- Optometrists
- Osteopaths
- Pharmacists
- Physiotherapists
- Podiatrists, and
- Psychologists.