

LEAVE POLICY

Rationale

- A range of leave provisions are available to all DET employees.
- In general, there are two categories of leave – non-discretionary and discretionary.
- Leave entitlements form part of the award conditions.

Aims

- To ensure all staff members are aware of the policy and the process by which entitlement to leave is determined.
- To ensure discretionary leave is allocated on a transparent, fair, reasonable and equitable basis.

Implementation

- Information about leave entitlements can be obtained by staff through verbal requests to the principal.
- In determining whether leave may be granted, the principal will determine
 - a) Whether the leave is non-discretionary or discretionary.
 - b) The entitlement of the staff member to leave.
 - c) The staff member's previous leave record.
 - d) The impact of granting the leave upon school operations.
- In applying for discretionary leave, staff shall give the principal maximum notice in writing. A minimum of two terms notice is required for Long Service Leave. Where possible, other leave requests should be lodged by 1st October of the previous year.
- Requests for leave may be prioritised. The following guidelines should be used in a flexible rather than a directive way.
 - Priority should be given to a staff member whose application is based on health issues, compassionate and compelling personal issues and / or family circumstances.
 - Priority may be given to staff who have had an application recently refused or who have not taken leave in the recent past.
 - When a number of applications have been submitted in a related time frame, the principal may consult with relevant staff about the flexibility and staging of their leave.
 - The order in which applications are received should not, in itself, determine priority.
- Any member of staff who feels aggrieved by the decision of the principal may consider the following course of action
 - Discuss the matter with the principal.
 - Meet formally with the principal and a nominated representative for further discussion.
 - Take the matter to the Merit Protection Board for a ruling.
- Under exceptional circumstance, the principal may exercise discretion in granting the leave, outside the guidelines set down in this policy.

- All requests for leave shall be considered promptly with a response given as quickly as possible.
- Staff are advised not to make arrangements associated with their leave prior to it being confirmed in writing.
- School Council has no role or responsibility in consideration of granting of leave, however there may be a role in relation to budget and replacement matters arising from the granting of leave.

Evaluation

- This policy will be reviewed as part of the school's four-yearly review cycle.

Last reviewed in 2019