

Dimboola Memorial Secondary College

LEAVE POLICY



This policy should be read in conjunction with the Department of Education's Leave policies and procedures accessible on the following link.

<https://www2.education.vic.gov.au/pal>

1. BACKGROUND

The consideration and granting of leave is a College responsibility. Management of applications for leave is the responsibility of the Principal, acting upon advice from the Dimboola Memorial Secondary College Consultative Committee.

2. PURPOSE

This Leave Policy seeks to set out basic principles for the granting of leave, having regard to the requirements of the Department of Education, and relevant legal parameters, and to describe processes which are to be undertaken in the consideration of leave applications.

3. PRINCIPLES

- 3.1 Where an entitlement exists, and discretion is relevant, every effort shall be made to respond favourably to a staff member's request for leave.
- 3.2 The principal has the responsibility to ensure that in all matters associated with the consideration and granting of leave there shall be:
 - the recognition of the rights and entitlements of staff;
 - consideration for the circumstances and needs of the staff member applying for leave, including health issues, compassionate and compelling personal circumstances;
 - the recognition of the interests of the school, including the impact of the leave on the educational program, budgetary constraints and the number of staff requesting leave in a similar time frame;
 - a process which is fair, equitable, reasonable, impartial and non-discriminatory;
 - protection from arbitrary action, personal favouritism or coercion,
 - no unreasonable restrictions based on year level or subjects taught or duties and responsibilities being undertaken;
 - requirements from staff which are consistent with the DE Human Resources requirements.
- 3.3 In developing priorities among applications, the following matters should be considered:
 - priority should be given to staff whose applications are based on health issues, compassionate and compelling personal and/or family circumstances;
 - priority should be given to staff who have had an application for leave recently refused, or who have not taken leave in the recent past, or whose activities while on leave could benefit the school, e.g. study leave.
- 3.4 The process involved in the granting of leave should include the following:
 - Leave applications submitted to the Consultative Committee by the end of Term 3 in the year preceding the year in which leave is being applied for. (LSL applicants are advised to forecast their LSL entitlements on Edupay prior to submitting their application to ensure they have sufficient LSL credits.)
 - compliance by staff with formal requirements for applications and with the provision of supporting evidence or documentation as needed;
 - a collaborative process for consideration of leave applications;

- prompt consideration for leave applications and, where leave cannot be granted in the terms being sought, clear and supportive communication with the staff member concerned (as per item 4.4 below).

3.5 Unless indicated otherwise in the DE Human Resources requirements, and unless extraordinary circumstances apply, once the Principal has authorised leave and the staff member has accepted, neither party may unilaterally withdraw from the arrangement.

4. IMPLEMENTATION

4.1 Within the general guidelines 3.1 to 3.4, the granting of specified forms of leave will be determined within the detailed guidelines described under Leave in PAL accessible via this link:

<https://www2.education.vic.gov.au/pal>

4.2 All requests for leave shall be submitted in writing or by e-mail with the type of leave and its duration clearly identified with any required evidence/documentation to support the leave application attached.

4.3 Except in the case of requests requiring confidentiality, requests for leave such as long service leave or leave without pay should be considered in the first place by the Consultative Committee, which will advise the Principal. All requests for leave should be submitted with as much notice as possible as per item 3.4. However, an application for leave cannot be disregarded if lodged outside the specified time-frame.

4.4 The response to the leave application shall be provided in writing. If the leave is not granted in the terms being sought, the reasons for the refusal will be provided in writing and:

- sympathetically discussed with the application (if appropriate);
- alternatives explored – if practicable
- appeal options identified and relevant material supplied.

4.5 **Personal leave is available to an employee when he or she is absent due to personal illness or injury; or to care for an immediate family or household member who is ill or injured and requires the employee's care or support or who requires care or support due to an unexpected emergency.**

A medical certificate is required for:

- absences of three (3) or more consecutive days.
 - absences totalling more than five (5) days in the year.
 - absences on the day immediately before or after vacations and public holidays (otherwise you may forfeit your holiday pay).
- All leave/certificates are to be submitted within five days of return to work or leave will be entered as personal leave without a certificate. It is the staff members' responsibility to log their leave request on Edupay as soon as is practicable.

Short Term Leave Reimbursement is to be entered in a timely manner to ensure the financial benefits to the school are maximised. (Office responsibility only)

5. EVALUATION

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

[This policy was last updated in March 2024 and is due for review in December 2027.](#)