

Leave Policy

Purpose

An essential part of George Street Primary School's workforce planning strategy is forward planning to accommodate the leave requirements of staff. This document is intended to offer all school staff information about the processes associated with the application and granting of leave at George Street Primary School.

Staff leave will be considered in line with relevant legislation, DET guidelines and policy and the Victorian Schools Agreement 2022. Categories of leave details are in the Victorian Schools Agreement 2022 and Ministerial Order 199.

TYPES OF LEAVE and ENTITLEMENTS

- **Personal Leave** is available to an employee when they are absent due to personal illness or injury, or to take care of an immediate family or household member who is ill or injured and requires the employee's care or support, or requires support due to an unexpected emergency.

Continuous accrual of personal leave (sick /carer's leave) with an inclusive definition of 'immediate family' is included in the School's 2022 agreement.

Employees are credited with 114 hours of personal leave on full pay on commencement of employment, however employees on part time basis have access to the personal leave provisions on a pro-rata basis according to the time fraction worked.

Prior service with a previous employer may be recognised for personal leave purposes. Personal leave credits will be calculated as if the approved prior service had been with the department, including deduction of any personal leave taken during the period of prior service.

If in the first year of service the employee's personal leave credits are exhausted, the employee may access personal leave credits which would later accrue up to a maximum of 114 hours. Personal leave accrues at the rate of 114 hours on full pay for each completed year of service. Unused personal leave credits accumulate. Personal carer's leave is deducted from the employee's accrued personal leave credits. Any personal leave exhausted in any calendar year has access to a further 22.8 hours leave (carer's leave).

An employee who has exhausted all paid personal leave entitlements may make an application for other leave, paid or unpaid, such as Long Service Leave or leave without pay.

Generally, two employees would not be granted personal leave (carer's) to provide care for the same person at the same time.

The date on which personal leave is credited is deferred when:

- An employee has taken any period of leave without pay (of any type that does not count as service) in excess of one month in any 12 month period unless otherwise approved by the delegate

- An employee has taken a period of leave, either continuous or in aggregate, of greater than 261 working days in respect of a particular injury or incapacity, where the employee is in receipt of workers' compensation payments under the *Workplace Injury Rehabilitation and Compensation Act 2013*.

An employee eligible to be absent on personal leave may elect in writing to use some or all of their personal leave credits on half pay. The basis of the conversion is that one hour on full pay equals two hours on half pay. An employee granted personal leave without pay or on half pay is restored to full pay from the day the employee actually resumes duty.

Payment in lieu of accumulated personal leave credits is not available on cessation of employment.

- **Long Service Leave** An employee is entitled to long service leave of 495.6967 (3 months) hours after ten years of full time service, and 247.84835 hours (1.5 calendar months) of long service leave for each 5 years of full time, eligible service. Part time employees accrue long service leave on a pro rata basis.

Employees may view their current long service leave entitlements or forecast future entitlements on Edupay.

On cessation of employment (including the expiration of a fixed period of employment) an employee may be entitled to payment in lieu of long service leave. For further information see Payment in Lieu entitlements.

- **Flexible Working Hours**