POLICY: LONG SERVICE AND LEAVE WITHOUT PAY

1. STATEMENT OF BELIEF:

Drouin S.C. endeavors to provide staff with leave entitlements wherever possible. The aims to be transparent and consistent in the approval of leave requests and will balance these request with the effect on the students at the College. This policy is to be read in conjunction with DEECD regulations that apply to LSL, Leave without Pay and Retirement.

2. OBJECTIVES:

The aim of this policy is to:

- The administration aims to ensure that all applications for leave including long service leave and leave without pay are considered on an equitable basis using transparent processes in accordance with local requirements and Department of Education policies and procedures.

3. IMPLEMENTATION:

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Drouin SC recognizes that LSL is an entitlement, however, the timing of the leave is discretionary and it may be necessary to prioritize LSL applications for the efficient operation of College programs.

Staff are asked to consider taking LSL greater than 31 school days to assist with funding and staff arrangements.

While no minimum period of long service leave applies, leave is normally granted for a minimum of one week.

Staff will only be able to take Long Service Leave no more than once in every two years.

Applications should be handed to the Principal with at least one semester’s notice. Staff may give earlier notice to assist with workforce planning.

Leave applications based on compassionate grounds or exceptional circumstances may be considered on their merit at any time.

The Principal may grant LWOP for a period of 12 months or less, but this may be extended up to a maximum continuous period of three years by the principal if exceptional circumstances warrant it.

LWOP will not usually be granted for periods of less than one calendar week – particularly if adjacent to a school vacation period.

LWOP is granted on the basis that it does not count as service. (For SSO staff this only applies to LWOP in excess of one month).

Staff will only be able to take leave without pay more than once in every three years.

Applications should be handed to the Principal with at least one semester’s notice. Staff may give earlier notice to assist with workforce planning.

Leave applications based on compassionate grounds or exceptional circumstances may be considered on their merit at any time.

This policy was last reviewed by School Council in: 2015
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Leave Application and Approval Process

- Applications for leave should be made to the Principal in writing using a leave application form. The application should include the exact dates, the reason for the leave or an explanation of special circumstances and any supporting evidence.

- For LSL, applicants are to obtain a LSL quote from Business Manager to check entitlement to leave prior to making an application and should attach this quote to the leave application form.

- The Principal, and on occasion in consultation with the Principal’s Advisory Committee will decide whether leave will be granted and will take into consideration whether:
  
  o the application is based on medical or compassionate grounds or exceptional circumstances.
  
  o the application has a professional development focus that directly relates to the staff member’s involvement in a current school program or fosters broader links with the educational community.
  
  o suitable replacement staff can be found in sufficient time.
  
  o the applicant has previously been granted leave and the frequency of such leave.
  
  o the granting of leave will adversely affect the running of the school, creating unreasonable disruption to one or more components of the school program or creating unreasonable workload for one or more staff. Normally, leave will not be granted if...
    
    - a staff member is timetabled to teach a year 12 class with the exception of leave taken at the end of the year when year 12 classes are no longer timetabled.
    
    - a Year 12 Teacher is not to take longer than 2 weeks LSL/LWOP (if no other teaching option) before Year 12 year is finished or otherwise LSL/LWOP for a longer time after Year 12 Unit 3 & 4 Exams have finished.
    
    - other staff, from the same program area, are also on leave at that time or part thereof.
    
    - the threshold of five leave application approvals (of any kind) within the same term (or part thereof) has already been met for the period of leave sought.

- The decision will be communicated in writing to the applicant and line manager – Where an application is refused, the employee should be provided with reasons for the refusal. For LSL, a possible alternative time for the leave should be discussed with the applicant.

- Business Manager is to process the leave application and file relevant documents of the staff member’s personnel file.

- An early return from leave will not be possible if the College has entered into an agreement to hire replacement staff.

4. EVALUATION:

This policy will be reviewed by the Education Policy Committee as part of the school’s four-year cycle