

## STAFF LEAVE POLICY

---

### Best Practice – Quality Area 7

#### PURPOSE

- To ensure continuity of services for families and children when permanent educators are absent
- To ensure that services are compliant with required legislation
- To ensure accurate recording of staff leave for the purposes of payroll and calculations of entitlements

#### PROCEDURES

- LMPA has established and implemented a process for notifying of the need for leave from permanent positions.
- LMPA reserves the right to close sessions where the health and safety of children is deemed to be at risk. (i.e. where no educator known to children is available to work on site)
- Educators who are unable to attend the children's service at which they are rostered to work are to call the LMPA Relief Phone number 0427 278 399 as soon as possible. This phone is monitored between the hours of 7.00am and 8.00pm daily by LMPA Merino Court staff. Merino Court staff will record the vacancy as per the Emergency Relief staff slip, notifying of the details of the vacancy and any special requirements of the children's service, flagging specific needs of children at the service (i.e. court orders, anaphylaxis, allergies, asthma). This information will be shared with relevant educators.
- Employees wishing to take pre-planned leave, for any reason, are required to submit the LMPA Staff Leave Application Form (Attachment 1) to Merino Court.
  - Employees who apply for sick or carers leave in advance will be required to provide a medical certificate with their time sheet. i.e. planned surgery, specialist doctors' appointments
  - Employees who wish to apply for Long Service Leave should confirm entitlements with Merino Court and submit the application form at least 6 weeks prior to the planned leave.
  - Educators applying for Maternity Leave are to provide a doctors letter stating the presumed date of confinement. Employees are entitled to maternity leave commencing after 12 months of continuous service with LMPA (VECTAA 2009) clause 21.2
  - Employees who wish to attend Professional Development are required to submit the LMPA Staff Leave Application Form (Attachment 1) to Merino Court, along with their PDEP and purchase order signed by the Nominated Supervisor. As per VECTAA 2009 clause 32 educators should indicate if this leave is to be paid or unpaid leave.
  - Requests for unpaid absences will only be approved in exceptional circumstances. Educators will be required to provide extensive detail explaining why the circumstances are exceptional. Leave requests need to be submitted at least 2 months prior.
  - Paid Bereavement/Compassionate Leave is available for two days to employees whose immediate family or household dies or is seriously ill. (Medical Certificate required stating that a serious illness is occurring within the family) Unpaid bereavement leave in addition to the 2 days paid leave may be approved by agreement with LMPA. As per VECTAA 2009 clause 18.

- Employees are required to produce a medical certificate when taking sick leave for more than two (2) consecutive rostered days.
- Where the LMPA has reasonable grounds to suspect abuse of the sick leave provisions LMPA will require the employee to establish by production of a medical certificate or statutory declaration that the employee was unable to work because of injury or personal illness.
- Employees are required to produce a medical certificate if sick leave is taken on either the working day before or the working day after a public holiday or term break.
- Employees are asked to complete and submit a time sheet if hours of work in any fortnight are different than those recorded in their letter of employment to ensure correct distribution of entitlements via payroll.

### **Covering Educator Leave Positions**

- LMPA undertakes the role of recruiting, inducting, and appointing appropriate relief educators.
- LMPA Merino Court staff then organises suitably qualified replacement educators and notifies the service of details of the relief educator including emailing the relief educators staff record.
- Educators must access email from Merino Court to print details of relief staff, these must be filed in the staff folder. On a day when a relief educator has been employed the permanent educator must check the staff folder to ensure that the relief educators staff file has been printed (from the email) and filed.
- Relief educators will carry their complete staff record with them when employed including an introduction sheet to be displayed prominently for families, at the entrance to the children's service. (see Staff Recruitment and Induction Policy)
- LMPA maintains a listing of suitably qualified and inducted relief educators.
- All educators will be required to undergo full induction prior to employment. On the first placement at a service, relief educators will be allocated an extra 15 minutes time prior to the commencement of duties to undergo on-site induction at the service. (As per stage 4 Induction)
- The Emergency Relief staff slip information is recorded in an e-mail which provides detail to the service including, date and start and finish times, highlighting specific issues to enhance safety of children. (i.e .court orders, anaphylaxis, asthma). Where there is insufficient time for an e-mail to provide this communication LMPA Merino Court staff will communicate with service staff by telephone/text.
- LMPA will use recording systems to place Emergency Relief educators into services where they have previously been employed, promoting consistency for children and families. Where appropriate, existing part-time educators will be employed to relieve.
- Relieving educators who become ill are required to notify LMPA Merino court using the relief mobile phone number 0427 278 399.
- Permanent educators are asked to provide feedback of relief staff. This is to monitor the performance of Emergency Relief staff, to enable LMPA Merino Court to provide support and mentoring as required.

### **Legislation and standards**

- *Education and Care Services National Law Act 2010*: Sections 169,
- *Education and Care Services National Regulations 2011*: Regulations 119-135, 136
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- Fair Work Regulations 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements

- Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing.
- Element 4.1.1: Educator to child ratios and qualification requirements are maintained at all times
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

## **SOURCES AND RELATED POLICIES**

### **Sources**

VECTAA 2009 [http://www.aeuvic.asn.au/vectaa\\_2009.pdf](http://www.aeuvic.asn.au/vectaa_2009.pdf)

### **Service policies**

*Code of Conduct Policy*

*Confidentiality and Privacy Policy*

*Staffing Policy*

*Supervision of Children Policy*

*Occupational Health and Safety Policy*

*Staff Recruitment and Induction Policy*

### **Useful Links**

- ***Nominated Supervisor ACECQA Information Sheet***  
<http://files.acecqa.gov.au/files/Information%20sheets/ACECQA%20Information%20Sheet%20-%20Nominated%20Supervisors.pdf>
- ***Certified Supervisor ACECQA Information Sheet***  
<http://files.acecqa.gov.au/files/Information%20sheets/ACECQA%20Information%20Sheet%20-%20Certified%20Supervisors.pdf>

### **Attachments**

- Attachment 1: Staff Leave Application Form
- Attachment 2: Relief Staff Survey

### **Authorisation**

This policy was adopted by the Approved Provider Loddon Mallee Preschool Association on 02/04/2015.

**Review Date: June 2017**

# STAFF LEAVE APPLICATION FORM

**Name:** \_\_\_\_\_ **Preschool:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Type of Leave Requested (tick one box)

- Annual Leave – for office staff only
- Sick - please refer to VECTAA 2009 Clauses 19, 42 & 54  
Medical Certificate to be provided with time sheet for pre-requested sick leave.
- Carer's leave - please refer to VECTAA 2009 Clauses 19, 42 & 54 Relationship of immediate family member being cared for (eg. Child - \_\_\_\_\_)  
Medical certificate to be provided with time sheet for pre-requested Carer's leave.
- Long Service – please contact LMPA to ensure your entitlement, (VECTAA Clause 23.)  
(must give 6 weeks' notice)
- Maternity – please refer to the VECTAA 2009 Clause 21 and Centrelink for details.
- Professional Development- Please indicate if this is paid or unpaid days/hours(VECTAA Clause 32)  
Paid Un-Paid Course

Details: \_\_\_\_\_  
(this should relate to your PD plan)

- Approved unpaid absence-  
LEAVE WITHOUT PAY WILL ONLY BE APPROVED IN EXCEPTIONAL CIRCUMSTANCES –  
(VECTAA Clause 24) DO NOT MAKE ANY BOOKINGS OR COMMITMENTS UNLESS YOU HAVE RECEIVED  
CONFIRMATION THAT YOUR REQUEST HAS BEEN APPROVED. (must give 2 months' notice)

**Details: Attach a separate sheet detailing why this request constitutes exceptional circumstances**

(i.e. A FAMILY HOLIDAY IS NOT EXCEPTIONAL CIRCUMSTANCES, THESE SHOULD BE PLANNED FOR IN THE TERM BREAKS)

- Compassionate/Bereavement Leave - for immediate family members (VECTAA 2009 Clause 18)

DATE	START TIME	SESSION START TIME	SESSION END TIME	END TIME	REPLACEMENT STAFF (office use only)

**Please forward this form to Merino Court LMPA**

**LMPA OFFICE USE ONLY**

Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_

Staff /Centre notified:

email  phone  text



Date: \_\_\_\_\_

## LMPA Relief Staff Survey

<b>Date:</b>	<b>Centre name:</b>			
<b>Name of educator completing this form:</b>				
<b>Name of relief educator:</b>				
<b>How well did the reliever work with children?</b>	Poor	Average	Good	Great
<b>Comments:</b>				
<b>How well did the reliever work with families?</b>	Poor	Average	Good	Great
<b>Comments:</b>				
<b>How would you rate their ability to work as a team member?</b>	Poor	Average	Good	Great
<b>Comments:</b>				
<b>Did the relief educator understand their role?</b>	Yes		No	
<b>Comments:</b>				
<b>Would you like to have this relief educator again?</b>	Yes		No	
<b>What would you give this relief educator out of 5 for supervision of children?</b>				
1.Poor    2.OK    3.Average    4.Good    5.Sensational				

**What would you give this relief educator out of 5 for the day, overall?**

**1.Poor    2.OK    3.Average    4.Good    5.Sensational**

**Have you discussed this feedback with the relief staff member?    Yes    No**

**Comments:**

**Are you happy for this information to be shared with the relief educator?    Yes    No**

Version 1.2