

SECTION 4 STAFFING POLICIES

4.5 Staff Leave Policy

Aim:

The Gums Childcare Centre aims to provide leave to staff in ways which benefit both staff and the Centre. Staff are entitled to leave as provided by their industrial awards. The Centre will especially try to support staff who need leave to fulfil their family responsibilities.

Process:

Annual leave

1. The Director is responsible for allocating and approving annual leave, using a planned approach.
2. Staff should apply for annual leave at least four weeks before the date they want to start leave.
3. Where staff need annual leave at short notice for personal emergencies the Centre will try to be flexible in trying to help meet the staff member's needs.
4. Once leave has been approved, it should only be changed by agreement between the staff member and the Director.
5. Leave must be taken in each 12 month period and not later than 15 months from the beginning of each 12 month period.
6. To maintain continuity of care, no more than one staff member from each area should take annual leave at any one time.
7. Where more than one staff member from an area wants annual leave at the same time, the Director should try to reach a decision which meets the needs of everyone concerned, preferably by agreement.

Sick leave

1. The Director/ Assistant Director is responsible for approving sick leave applications.
2. Inability to attend work- If you are unable to attend work you must contact the Director/ Assistant Director on their mobile phones to inform them that you are unable to attend work. Ideally you will make contact at least 2hrs before your shift begins, or in the case of a 7am start, phone by 6am.
3. A medical certificate signed by your doctor is required for the following absences due to illness or injury
 - Absence of two consecutive days or longer
 - Absences of one day or longer on either side of a public holiday / weekend / RDO / Annual Leave
 - All absences of one day or longer where all your accumulated entitlement has been previously used.
4. The Director has the discretion to approve sick leave of less than two days in a row without a medical certificate.

5. The Director may approve sick leave in advance only if it is for a scheduled medical procedure and the staff member supplies a medical certificate.
6. When a staff member needs more sick leave than the award allows, the Director may approve sick leave without pay if the staff member provides a medical certificate.

Infectious illness & Inability to Perform Duties

The Director / Assistant Director has the authority to instruct a staff member to be assessed by a medical practitioner if they appear unwell and therefore unfit to effectively perform their duties, or if they appear to pose a health hazard to others. The employee may either seek medical opinion to the contrary or depart the Centre and use available leave entitlements.

Long Service Leave

1. The Director is responsible for arranging and allocating long service leave.
2. Staff should apply for long service leave at least three months ahead of when they want to take it.
3. Staff should take long service leave as soon as they reasonably can after it falls due.
4. The Centre encourages staff to take their long service leave in a full block rather than splitting it.

Family leave

1. The Director has the authority to approve and administer the Family leave provisions of the Awards.

Leave without pay

1. Staff can apply for short or long term leave without pay for health, family, study or personal reasons.
2. The Director has the discretion to approve leave without pay.
3. Staff should apply in writing to the Director at least six weeks in advance, giving the reasons for the leave.
4. The Director will consider each case based on the needs of both the Centre and the staff member.
5. Staff should use all available paid leave before applying for leave without pay.
6. Leave without pay will not break service but will not count for accrual of benefits.