



STAFF LEAVE POLICY

Aim:

To provide consistency and minimal disruption to the learning process whenever an educator is on leave by employing additional permanent educators to be the "relief" educators.

Implementation:

All leave including annual leave, personal leave and rostered days off (RDOs) must be approved by the Nominated Supervisor prior to being taken. All applications for leave must be made using 'Xero' online. Your leave request will be assessed by the Nominated Supervisor and either approved or rejected, depending on your leave entitlement balance and whether it fits the terms of our **Staff Leave Policy**.

It is the aim of The Rumpus Room to only have 1 staff member absent at any one time. It is up to the discretion of the Nominated Supervisor as to whether additional people can be absent on a day, but please note this is not our preference. Do not book flights or accommodation without first checking that your leave can be approved.

In regards to days that fall either side of a public holiday, to be fair to all staff, you are able to take a day either side of a public holiday once in a calendar year. Likewise taking the last day/week of the year off is limited to ensure a fair turn basis.

Educators will be expected to be fair in the use of Mondays and Fridays for single day leave and will not be able to use those days exclusively.

Time in Lieu - (accrued through staff meetings or any other event where you are required to be in attendance outside of your rostered hours) is not to be covered by paid casual staff. Sometimes you will be required to take it with notice, other times (if numbers are low on a particular day) then you may take it or be asked to take it with little notice given. We ask for your flexibility and adaptability with this. If sufficient hours are accumulated whole days can be taken so long as the release educator is available to cover

Annual Leave - You are entitled to 4 weeks annual leave per calendar year. Staff must ensure that they have enough annual leave accrued to use over the Centre closure period during the Christmas break each year. This usually amounts to roughly 6 days (45.6hours) of annual leave.

Rostered Days Off (RDO) - You are entitled to a rostered day off for every 4 weeks of work. Currently, you are able to request the days you would like to use for RDOs, and if they are available we will try to meet your requests.

Personal leave - To notify the nominated supervisor of your request to take personal leave, please call them on their mobile phone with at least 2 hours' notice. Please call after 6 am or



before 10 pm. This is preferred, rather than arriving at work and then needing to be replaced.

If you text message rather than call, and the text message has not been replied to, please assume it has not been seen, so continue to ring until your call gets taken. If you take 2 or more consecutive full or part days, or your leave falls either side of booked leave, or it is a Monday or a Friday, you will need to bring in a medical certificate. If you have exhausted all of your personal leave but still require time off you may use any Annual Leave or RDO's you have accumulated to ensure a paid alternative. If you do not have such entitlements you will need to take personal leave without pay. There is a maximum of 5 personal leave without pay days per year and a medical certificate will be required to qualify for personal leave without pay. If you take more than this, it will become a work performance issue and an abandonment of duties.

For various leave entitlements please see the relevant Award. A copy of the awards is kept in the office.

This policy links to the following NQS:
National Quality Standards 4.1