



BLACKFRIARS
PRIORY SCHOOL

LEAVE POLICY & PROCEDURES

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CONTEXT

As the only school founded by the Dominican Friars in Australia, Blackfriars Priory School remains faithful to the search for Truth (Veritas) as lived and taught over the last 800 years by the Order of Preachers (Dominicans), and exemplified by Saint Dominic, our Founder, and Saint Albert the Great, our Patron.

Saint Dominic's commitment to study continued throughout his life. The pursuit of knowledge was not for its own sake but to better understand God's creation and its use in the works of the Order has continued through the centuries. Today, Dominicans can be found throughout the world.

An early member of the Dominicans was Saint Albert the Great. He became a lecturer, scientist, philosopher and Bishop. After his death he was recognised as a Doctor of the Church. The Doctor Universalis – The Universal Doctor, in recognition of his extraordinary genius and extensive knowledge, for he studied every branch of learning known at his time. His quest for knowledge saw him study everything he could find as it was through learning about creation, that he was able to know more about the creator, God, and then hand on that information to all he taught.

The lifelong commitment of Saint Dominic and Saint Albert to discovering and applying Truth to hand on to others remains at the core of the Blackfriars teaching pedagogy and its community. Blackfriars is built upon the Four Pillars of Dominican Life: Prayer, Study, Community Life and Service.

PURPOSE

The purpose of this policy is to provide procedures for how Staff at the School apply for and are granted leave.

SCOPE

This policy applies to all members of the Blackfriars Priory School community.

POLICY

The School's leave policy is intended to meet as a minimum all statutory requirements.

Leave is important to ensure Staff have adequate time to rest and recharge, and acknowledges unexpected events (e.g. sickness, death of a loved one, etc.)

All entitlements are consistent with those as outlined in the **SA Catholic Schools Enterprise Agreement 2017** (or as replaced).

Leave Types with Explanations

Type	Sub-Type	Entitlement	Notice Required	Type Explanations
Personal	Sick/Carers (Paid)	10 days per year	Immediate – medical certificate or statutory declaration required 2 days or greater or at request of EDP	Personal illness, care for or support immediate family* or household member*
	Sick/Carers (Unpaid)	up to 2 days per permissible occasion if exhausted all Sick/Carers Paid	Immediate – medical certificate or statutory declaration required 2 days or greater or at request of SLT	Personal illness, care for or support immediate family or household member
	Compassionate (Paid) (Includes funerals)	up to 2 days per permissible occasion	ASAP – medical, statutory declaration or other supporting evidence may be required	Personal illness or injury that poses a serious threat to life, or the death, of an immediate family or household member
Parental	Maternity/Adoption Leave	12 months (includes 14 weeks' paid leave)	As soon as practical	Birth of child of employee or spouse/partner, adoption, responsible for the care of a child
	Partner Leave (Paid)	1 week	As soon as practical	Support and assist 3 weeks either side of birth or adoption
	Extended Parental Leave (Unpaid)	up to 12 months	4 weeks	Immediately following the end of parental leave
	Child Rearing Leave (Unpaid)	up to 12 months	min. 10 weeks or as soon as practical	Care of pre-school children
	Caring Leave (Unpaid)	up to 12 months	min. 10 weeks or as soon as practical	Providing care or support to an immediate family or household member
Other	Family Events Leave (Paid)	up to 2 days per School Year (non-recurring family events)	2 weeks	Significant graduation, immediate family weddings , state/national and international sporting events self or child representation**, moving house, child's first day in new school, immediate family relocation or arriving from interstate/overseas, special school event, family reunions,

Type	Sub-Type	Entitlement	Notice Required	Type Explanations
				other special family events (such as funerals of non-immediate family or friend) as approved by the Principal/Delegate
	Special Leave (Paid or Unpaid)	Not an entitlement		The Principal/Delegate, where reasonable cause exists, may grant special leave with or without pay for any period and upon such conditions are mutually agreed
	Ceremonial Leave (Unpaid)	up to 10 days		Indigenous Education Officer required by Indigenous tradition for Indigenous ceremonial purposes
	Community Service Leave (Unpaid)	Jury service is paid	ASAP	Required by law, voluntary emergency activity, ADFR
	Long Service Leave	After 7 complete years of continuous service; must be taken as soon as practicable after the completion of each 10 years of service. Expected to be taken in multiples of a term, unless approved by the Principal. Requests for Long Service Leave for the following year are required to be received by 30 September of the preceding year.		

* *Immediate family or household member includes a spouse, partner, child or adult child, parent, grandparent, grandchild or sibling of the employee or of the employee's spouse or partner or a person demonstrated to the satisfaction of the employer to be a person of significant relationship to the employee.*

** *Not available if the employee is granted support through the Participations in International or National Sporting Events Procedures.*

PLEASE NOTE: All approved leave is pending accrued entitlement balances

PROCEDURES

APPLICATION FOR LEAVE PROCESS (ALL STAFF)

Procedures for the leave approval process are as per the **Application for Leave Approval Procedure Flowchart** (Appendix A)

Any leave taken during normal working hours requires a leave form to be completed – for teaching Staff: Application for Leave Teaching Staff or for Non-Teaching Staff: Application for Leave Education Support Officers. This refers to any form of leave, including:

1. **Personal Leave** (Sick, Carers or Compassionate, including Funerals)
2. **Parental Leave** (Maternity/Adoption, Partner, Extended Parental, Child Rearing & Caring)
3. **Other Leave** (Family Events, Special, Ceremonial, Community Service or Long Service).

Please note that this excludes Professional Development and Excursion Leave as a separate Application Form and process is used.

All leave needs to be approved as follows:

- a) Leave requests up to five days (inclusive) require submission of the relevant Staff Leave Application Form with recommendation for approval from the Operational Manager and approval from the Deputy Principal (Secondary) or Head of Primary (ELC-6) for teaching Staff or the Business Manager for Education Support Officers.
 - If approved, Staff will receive confirmation via email.
 - b) Leave requests exceeding five days require submission of the relevant Staff Leave Application Form with approval from the Principal/Delegate.
 - If approved, Staff will receive confirmation via email.
 - c) All Staff are required to provide a Medical Certificate with their Application for Leave form for any absence of more than two days in which Personal Leave is being applied for, or upon request of the Principal.
 - A medical certificate can be requested at the discretion of the Principal for Personal Leave taken on a Friday or a Monday or directly **before or after a public holiday**.
1. All Teaching Staff Leave Application Forms are to be submitted to the Deputy Principal (Secondary) or Head of Primary (ELC-6).
 2. All Education Support Officers Leave Application Forms are to be submitted to the Business Manager.

PLANNED ABSENCES (TEACHING)

When an absence from the School is known beforehand, a Teaching Staff member is required to notify the Deputy Principal (Secondary) or Head of Primary (ELC-6) as soon as is reasonably practicable.

Off Campus Appointments

For appointments of greater than ½ day duration (3 or more lessons), the absence must fall under one of the leave categories and a Staff Leave Application Form needs to be completed.

For off campus appointments of less than ½ day duration (less than 3 lessons) the following procedure must be followed:

1. For Off Campus Appointments During Contact Time

When the absence occurs during teaching time (i.e. classes need to be covered), approval needs to be provided by the Deputy Principal (Secondary) or Head of Primary (ELC-6) and the Administration Officer needs to be informed to ensure that cover is arranged.

2. For Off Campus Appointments During Non-Contact Time

When the absence occurs during a Staff member's non-contact time (preparation time), the Deputy Principal (Secondary) or Head of Primary (ELC-6) needs to be notified. The absence will be entered in the Daily Organisation calendar to ensure that a relief lesson is not issued during this time.

For planned absences requiring cover for classes, the Staff member must upload the work to the Reliefs One Drive Folder by 6.00pm on the day prior to the absence for each of the classes requiring supervision.

For teaching classes, work must be set out as clearly as possible. The work for the class must be sufficiently detailed to enable the supervising Teacher to take charge and direct the class in the tasks allocated and must cover the entire period. Specific detail of the areas to be studied and the methodologies to be used must be articulated. All work set is to be followed up by the subject teacher. Homework should also be set.

If a planned absence is cancelled, the Staff member must notify the Deputy Principal (Secondary) or Head of Primary (ELC-6) and Administration Coordinator, as soon as possible, so that any booked Relief Teachers can be cancelled in time.

Unauthorised absence can cause substantial inconvenience for the School. Each record of Staff absence is forwarded to the Payroll Office and these records are available for reference by auditors and external authorities.

All Staff members are required to sign out at the Front Office when leaving the School premises.

UNPLANNED ABSENCES (TEACHING)

Senior/Middle Campus Staff

Staff who are unable to attend the School must contact the Relief Coordinator direct **before 9.00pm** the evening prior to the absence, or by leaving a message on the answering service at the school on **8169 3965 before 7.15am** so that satisfactory arrangements can be made.

For teaching classes, adequate work must be set. The work for the class must be sufficiently detailed to enable the supervising Teacher to take charge and direct the class in the tasks allocated and must cover the entire period. Specific detail of the areas to be studied and the methodologies to be used must be set out. All work set is to be followed up by the subject Teacher.

Primary Campus Staff

Staff who are unable to attend the School are required to contact the Assistant to the Head of Primary **before 6.30am**, so that satisfactory arrangements can be made.

All Staff

Staff must complete a Staff Leave Application Form upon returning to work and provide it to the Deputy Principal Secondary or Head of Primary (ELC-6).

PLANNED ABSENCES (NON-TEACHING STAFF)

Where absence from the School is known in advance, a staff member is required to notify his or her Operational Manager and/or the Business Manager. These are referred to as **Planned Absences**. For:

1. Annual Leave

The Staff member must submit a Leave Application Form for approval by the Principal/Delegate (if five days or more) or Business Manager (if less than five days). Please note, travel bookings should not be confirmed until leave has been approved.

Unless there are exceptional circumstances, Annual Leave is not to be taken during Term time.

2. External Appointments During Work Time

The Business Manager must be notified 48 hours in advance and the leave must be recorded on the Staff member's payroll record.

3. TOIL (time off in lieu)

Hours accrued as TOIL should be applied for with at least seven days' notice where possible. A Leave Application Form is to be submitted for approval by the Business Manager prior to the leave being taken.

TOIL hours used are by negotiation and subject to the School's requirements.

All Staff members are required to sign out at the Front Office when leaving the School premises.

UNPLANNED ABSENCES (NON-TEACHING STAFF)

Staff members who are unable to attend the School must contact the Business Manager as soon as possible so that satisfactory arrangements can be made. The absence must then be recorded on the Staff member's payroll record.

- Staff must complete a Staff Leave Application Form upon returning to work.

LONG SERVICE LEAVE

Long Service Leave is a recognition of service to the School Community and is an opportunity for Staff to be renewed in their relationship with God, themselves and others.

This Policy provides the framework for administration of Long Service Leave at the School and the associated management of Long Service Leave Funds.

1. Long Service Leave Entitlements

The School shall ensure that the Long Service Leave entitlements for its Staff conform to those entitlements provided in the applicable Industrial Awards or Enterprise Agreements from time to time or, in the absence of any such Award or Agreement, in accordance with the relevant Act.

2. Planning and Accessing Long Service Leave

Staff who are entitled to Long Service Leave will take leave at a time or times which are mutually convenient to the School. The Principal will have authority to approve long service leave at the School.

Staff must provide the School with their Application for Long Service Leave by September of the preceding year of wishing to take the leave.

The taking of long service leave shall normally be on full pay. However, a Staff member may apply to convert all or part of the period of entitlement to double the period by taking leave on half pay.

- When a Staff member takes Long Service Leave on half pay, the Staff member will be regarded as a part-time Staff member for the purposes of leave accruals and superannuation contributions.
- If a Staff member takes Long Service Leave at half pay, their normal superannuation contributions will reduce to 50%.
- The Staff member may elect, in writing, to maintain and pay their full contribution and increase the School's contribution from 50% to the full level of its normal contributions.

If a Staff member is ill or incapacitated for two or more consecutive working days while on Long Service Leave the Staff member shall be placed on personal leave and no deduction shall be made from long service leave credits for the days in question, provided a medical certificate from a registered health practitioner or a statutory declaration from the Staff member is submitted for the period of the illness.

3. Payment In Lieu of Long Service Leave

Staff seeking payment in lieu of Long Service Leave are to provide details of the circumstances in a letter to the Principal. Approval for payment of the leave is at the discretion of the Principal.

4. Payment of Long Service Leave on Termination of Employment

A Staff member who has service recognised for Long Service Leave accrual purposes shall be entitled to receive, on termination, the monetary value of eligible leave accrued but not taken. Where payment is made in lieu of Long Service Leave, the amount of such payment is calculated at the rate or rates of the Staff member's salary at the time of termination.

5. Management of Excess Long Service Leave

Subject to clause 3 above, the School will require Staff to take Long Service Leave that is due by giving at least 60 days' notice where accrued service is greater than 10 years. Long service leave must normally be taken within 12 months of it falling due.

6. Portability of Long Services Leave between Catholic Schools

The School will be bound by the SACCS Long Service Leave Portability Heads of Agreement.

7. Records

The School will maintain long service records which will include Staff long service leave entitlements and payments made to Staff in respect of long service leave taken.

8. Long Service Leave Funds Management

8.1 Fund Accounts

The investment of Long Service Leave Funds will be as approved by the School Board noting that any fund accounts will be separate from the School's operational bank accounts.

The School will ensure that the Fund Accounts have as at 31 December of each financial year a balance the equivalent of the long service leave liability for all Staff who have at least seven years of service.

8.2 Contribution to the Fund Accounts

The following funds shall be transferred into the Long Service Leave Fund Account:

- The initial reconciled funds from the South Australian Commission for Catholic Schools Long Service Leave Fund which were attributable to the School for long service leave purposes
- The proceeds from the investment of the Fund Account
- All other monies received by the School in the course of the administration of Long Service Leave (e.g. entitlements relevant to Staff transferring from other Catholic Schools)
- The School will transfer sufficient funds from its operating account to satisfy Clause 8.1.

8.3 Benefits from the Funds

The following shall be paid from the Fund Account:

- Long Service Leave benefits to Staff
- Monies for investment as approved by the School Board
- Long Service Leave entitlements for eligible Staff transferring to other Catholic Schools.

9. Reporting

The School will provide a biennial report to the Finance Committee and the Board on the operation of the Funds Account and long service leave liability.

A reconciliation of Long Service Leave entitlements, liability and funds will be conducted by the School's auditor as part of the annual audit.

10. Winding Up

In the event of the Board resolving that it is no longer necessary, desirable or expedient to administer the Long Service Leave Funds, eligible Staff Long Service Leave entitlements will be satisfied.

11. Conditions Not Covered

In the event that a condition is not covered by this policy, the School will refer to the relevant industrial instrument or legislation for direction, prior to making a determination.

RELATED DOCUMENTS/LINKS

1. Appendix A – Application for Leave Approval Procedure (SEQTA)
2. Application for Leave Teaching Staff (SEQTA) [Link](#)
3. Application for Leave Non-Teaching Staff (SEQTA) [Link](#)
4. Application for Long Service Leave (SEQTA) [Link](#)
5. Application for Paid Parental (Maternity) Leave (CESA form) [Link](#)
6. Application for Paid Partner Leave (CESA form) [Link](#)
7. SA Catholic Schools Enterprise Agreement 2017
8. Long Service Leave Act (SA) 1987
9. Long Service Leave Regulations 2017
10. SACCS Long Service Leave Portability Heads of Agreement

POLICY IMPLEMENTATION

Responsibility for implementation, monitoring and review of the policy is vested at the level of the following levels:

Principal

POLICY REVIEW

Frequency: Every 2 years

Next review date: August 2022

APPROVAL AUTHORITY / POLICY OWNER

Blackfriars Priory School



APPLICATION FOR LEAVE APPROVAL PROCEDURE



STEP 1 - RECOMMENDATION

Check that correct form has been used (Teaching Staff or Education Support Officer), all required information is completed and supporting letter is attached for Family Events and Special Leave requests.

Form is submitted to Line Manager for recommendation.



STEP 2 - APPROVAL

Approval for applications up to five days:

Teaching Staff: Deputy Principal ELC – 12 (Secondary) or Deputy Principal – Head of Primary (Primary)

Education Support Officers: Business Manager

Approval for applications over five days – Principal/Delegate



STEP 3 - ADMINISTRATION

Teaching Staff Applications – form forwarded to PA to Deputy Principal ELC – 12 for entry in Employment Register spreadsheet for Special, Paid Family Events and Long Service Leave applications. For all types of leave (excluding retrospective Personal Leave (Sick)) an email is sent to the staff member, 'payroll' and 'reliefs' confirming the leave has been approved.

Education Support Officer Applications – form forwarded to Payroll Officer. For all types of leave (excluding retrospective Personal Leave (Sick)) an email is sent to the staff member confirming the leave has been approved.



NOTE FOR STAFF MEMBER

If you have not received your leave advice back within seven days, please see:
Teaching Staff - Deputy Principal ELC – 12 (Secondary) or Deputy Principal – Head of Primary (Primary)

Education Support Officers – Business Manager