

## 8.11 Employee Leave Policy

The service management seeks to ensure that all employee leave and entitlements are managed in accordance with clearly articulated guidelines so as not to negatively impact the service's operations. This policy shall include all applicable forms of leave and relevant entitlements.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *P&C Accounting Manual, P&C Operations Manual (for P&C managed services)*
- *Children's Services Award (State) 2012 (P&C managed services only), Children's Services Award 2010, National Employment Standards.*
- *Fair Work Act 2009*
- *National Quality Standard, Quality Area 4 – Staffing Arrangements; Quality Area 7 – Governance and leadership*
- *Policies: 2.3 – Educator Ratios, 8.1 – Role and Expectations of Educators, 8.3 – Recruitment and Employment of Educators, 10.1 – Quality Compliance Policy.*



### Procedures

All employees seeking to take extended leave such as annual leave or leave without pay shall submit their request in writing to the Approved Provider at least two weeks prior to such leave. Consideration will be given to approve leave at short notice in case of emergencies and unforeseen circumstances.

Employees requesting long service leave must submit their request, in writing to the Approved Provider, at least 3 months prior to the leave being taken.

Management shall approve such leave unless it is detrimental to the service's successful operations. Should leave not be approved, the employee shall be entitled to have notification and rationale within 3 working days of the original request for leave.

All sick leave shall be reported to the immediate supervisor of that employee to ensure a suitable replacement can be obtained. Pre-planned arrangements for replacement staff will be in place.

In the event of sick leave of the Coordinator/Nominated Supervisor/Responsible Person, a report shall be made to the Approved Provider with the name of the person expected to assume responsibility for the service on that day or throughout the duration of their leave period. Medical certificates may be requested by the Approved Provider if the sick day falls after a weekend, public holiday or more than two consecutive sick days. Sick leave that falls during vacation care will require a medical certificate.

Management shall ensure that employees do not accrue any more than 6 weeks annual leave per annum. This shall be monitored through providing a balance sheet with annual audited reports documenting leave accruals.

Employees shall receive notification of their holiday and personal leave accruals on their weekly or fortnightly pay slip.

All types of leave shall be appropriately recorded on timesheets.

Permanent employees shall request all types of leave for approval via the Xero Me app (or other designated application). Employees must select the Coordinator as their Approver. This step is in addition to providing written notification of leave requests as outlined above.

<b>DATE DEVELOPED</b>	<b>DATE RATIFIED</b>	<b>DATE REVIEWED</b>	<b>DATE RATIFIED</b>
August 2018	August 2018	23.06.21	21.02.22
		19.02.24	March 2024
		February 2026	February 2026