



Related Policies

Leave of Absence

Purpose

This policy outlines policy and procedures relating to leave without pay for employees working in Archdiocesan systemic schools.

Policy

Leave without pay is not an entitlement as are other forms of leave of absence, eg sick leave, long service leave.

When considering applications for leave without pay, Principals will take into account:

- the purpose of the request;
- any educational disadvantage the granting of such leave could cause to students; and
- the effect on continuity of educational policies within the school.

The School Principal, on behalf of the Director, may grant approval for short term leave without pay where the leave is deemed essential or appropriate for the personal reasons of the employee.

Approval for intermediate and long term leave without pay may be granted by the Director in the following cases:

- approved study leave;
- to accompany spouse whose duties necessitate absence from family;
- personal professional development; and/or
- personal reasons.

In considering applications for extended leave without pay the following will be taken into account:

- the recommendation of the School Principal;
- the availability of suitable replacement staff on temporary basis;
- likely disruptions to the school and the effects on students;
- the purpose of the request;
- the costs to the Catholic Education System;
- years of service; and
- any other factor specific to the school.

The recommendation of the School Principal is a determining factor to be taken into account when the granting of approval of leave without pay is considered. The final decision remains, however, with the Director.

Leave Without Pay

Long term leave without pay beyond the period of four terms or one year may be granted where staff members intend to work in the missions or related fields within or outside Australia. Evidence of such intention and of acceptance of work within the missions should be provided by the applicant prior to the final approval being granted. Conditions as outlined above for intermediate and long term leave without pay apply.

Employees applying for leave without pay are reminded that it may affect such matters as:

- long service leave;
- sick leave;
- salary increments;
- holiday pay; and
- superannuation deductions.

Salary arrangements for approved leave without pay will be as per the appropriate Certified Agreement.

Definitions

Short term leave

Short term leave without pay is leave of not more than two (2) consecutive working days.

Intermediate leave

Intermediate leave without pay is leave of three (3) or more consecutive working days up to a maximum of twenty (20) days.

Long term leave

Long term leave without pay is a block of leave of one (1) school term to a maximum of four (4) school terms.

Procedures

1. The Application for Leave form is to be used in each case, fully completed, and forwarded to the Director, accompanied by the recommendation of the Principal.
2. In cases of long term leave without pay a minimum of four (4) term weeks notice prior to the commencement of leave is required. Notice of return to duty must be forwarded to the Human Resource Division four (4) term weeks prior to the return to duty.
3. Principals may choose not to recommend leave without pay if the usual running of the school or the education of the students is likely to be interrupted.
4. Members of the voluntary component of superannuation funds must make arrangements with the superannuation fund managers if they wish to continue Death and Disability cover whilst on leave without pay.

Leave Without Pay

References

Nil

Forms

Online Employee Self Service Leave Application form
Application for Leave form

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