



# PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: [patterson.lakes.ps@edumail.vic.gov.au](mailto:patterson.lakes.ps@edumail.vic.gov.au)

P.O. Box 330, Patterson Lakes, 3197

Principal: Stan Szuty

Website: <http://www.patterson-lakes-ps.vic.edu.au>

## TEACHER PERSONAL LEAVE POLICY

### Teaching Service

#### PERSONAL LEAVE ENTITLEMENT

Employees are credited with 114 hours personal leave on full pay on commencement of employment. Employees employed on a part time basis have access to the personal leave provisions on a pro rata basis according to the time fraction worked.

Prior service with an approved employer may be recognised for personal leave purposes. In this case personal leave credits will be calculated as if the approved prior service had been with the Department including the deduction of any personal leave taken during the period of prior service.

#### APPLICATIONS FOR PERSONAL LEAVE

Applications for personal leave must be supported by a required document.

Provided that,

- (a) up to 38 hours personal leave in aggregate may be granted in any calendar year without production of a *required document* subject to any one continuous absence without a *required document* not exceeding three days.
- (b) unless otherwise approved by the delegate:
  - (i) certificates in lieu are not accepted for more than an aggregate of 38 hours in any calendar year;
  - (ii) a *required document* must be provided for personal leave which occurs either immediately before and/or after a period of long service leave, school vacation or public holiday. If a part-time employee is absent on personal leave the day before or after a public holiday and that public holiday is not one of his or her designated working days, a *required document* for that absence may not be required.
- (c) a *required document* may be required for any particular absence.
- (d) a *required document* is required for personal leave:
  - (i) that occurs on a day of stop work action authorised by a relevant union; *Personal Leave-Teaching Service 4*
  - (ii) where the delegate doubts the authenticity of an illness or injury or the reason for absence.

Where a *required document* is provided for personal leave (carer's) it must state that the person requiring care and support is suffering from an illness which requires care by another.

Where an application for personal leave requires a '*required document*' and one is not provided, the absence will be without pay.

#### Required document

In the case of an application for personal leave (illness or injury) a *required document* is a medical certificate, certificate in lieu or, if it is not reasonably practical to provide either of these, a statutory declaration. The judgement as to whether it is practical to provide a medical certificate or certificate in lieu is a matter for decision by the Principal having regard to the circumstances of the individual case.

In the case of an application for personal leave (carer's) a *required document* is a medical certificate, certificate in lieu or a statutory declaration.

For the purposes of this Guide:

- **Medical certificate** means a certificate from a registered medical practitioner within the meaning of the Health Professions Registration Act 2005.
- **Certificate in lieu** means a certificate issued by a registered health practitioner, other than a registered doctor, within the meaning of the Health Professions Registration Act 2005 or the Health Practitioner Regulation National Law (Victoria) Act 2009.

#### Hours of work and Leave recorded on Edupay

Normal Hours of work for a full time staff member is 7.6 hours per day, commencing from 8.45 am. [8.45am instead of 8.50am is a locally agreed position]

Last updated: October 2013

It is an expectation that staff are present between the hours of 8.45am to 3.45pm regardless of APT.

A full day of leave is recorded as 7.6 hours on EduPay.

Partial day leave is recorded in hours from the time of departure (to the nearest 15 minute increment) through to 4.21pm.

Or a partial day of leave in the morning is recorded in hours calculated from 8.45 am.

Time	8.45am	9.45am	10.45am	11.45am	12.45pm	1.45pm	2.45pm	3.45pm	4.21pm
Hours worked		1hr	2hrs	3hrs	4hrs	5hrs	6hrs	7hrs	7hrs 36min

Leave is recorded based on the table above commencing from the nearest 15 minute increment.

### RESOURCES

[Personal leave policy guide \(PDF - 473Kb\)](#) - Last updated 29 July 2013

### EVALUATION

This policy will be reviewed as part of the school's annual review cycle and/or as per DEECD recommendations.

### CERTIFICATION

This policy was adopted at the School Council Meeting held at Patterson Lakes Primary School, on October 2013.

Signed.....  
School Council President

Signed.....  
Principal