

### **STAFF LEAVE Version 1.15**

Staff employed by Keithcot Farm Children's Centre Childcare Inc., are required to arrange in consultation with the Director or Assistant Director, their Annual Leave entitlement per calendar year. No staff will be allowed to 'bank' annual leave without first applying to the Director / Assistant Director. All leave from the Children's Centre must be pre-arranged and approved.

A 'Leave Application Form' must be completed and handed to the Director or Assistant Director at least one week ((preferably two weeks) in advance of the intended day/s off. Once the leave has been approved, Educators are requested to write their name in the Centre diary on the day / date of the intended day/s off and the person relieving for them. No two Educators on the same early / late roster will be permitted to take the same day/s leave.

Rostered Days Off (RDO's) and Time Off In Lieu (TOIL), need to be negotiated with the Assistant Director as early as possible before taken.

ANY LEAVE OF ABSENCE REQUESTS WILL ONLY BE APPROVED ACCORDING TO THE AVAILABILITY OF APPROPRIATE CASUAL RELIEF STAFF.

In line with Professional / Ethical behaviour, the Governing Council endorsed in February 2018 that Keithcot Farm Children's Centre staff (or their partner / family member) are expected to ring and speak directly to either the Director or Assistant Director to inform the need for "unplanned / unexpected leave." A text message or an email is unacceptable, as this may be missed and the time to organise essential replacement staff will be lost.

It is also a requirement that the staff member on "Unplanned Leave" rings and speaks to the Director /

Assistant Director **before 3 pm** on the business day prior to returning to normal duties.

### **PRE-APPROVED LEAVE WITHOUT PAY**

LDC Staff are entitled to leave without pay (LWOP) when all other entitlements have been exhausted. The LWOP days will not affect their normal accrual of days for Long Service Leave. Individual cases will be approved at the Director's discretion. Days taken as LWOP will be recorded on each payslip.

### **PRE-APPROVED SPECIAL PAID LEAVE (SPL)**

Staff employed by the Governing Council may be awarded a maximum of fifteen special paid leave days to be taken during the Children's Centre closure period around the Christmas and New Year's public holidays each year. These days of special paid leave will be an acknowledgement and recognition for their work performance during the financial year. The staff will receive this as an incentive and it will replace any other bonus payments that may have been previously awarded.

These special paid leave days will not change the normal accrual of days for Long Service Leave, Annual and Sick Leave. The guidelines are as follows:-

- SPL must be taken as a block during the Children's Centre closure period
- SPL is not part of any employees' employment conditions or terms of employment
- SPL days do not incur leave loading
- These days can be added to annual leave e.g. 4 weeks with leave loading and a maximum of 15 days SPL
- SPL days cannot be used in place of sick leave
- SPL days are not accruable
- SPL is not paid on Public Holidays

### **Long Service Leave**

Staff are encouraged to take their Long Service Leave as it accrues to promote positive job satisfaction by relieving stress that can build up from working in one organization for a long, uninterrupted period. Guidelines are as follows:-

- After the first ten years of service, the 13 weeks accrued leave is encouraged to be taken within the two years following
- Staff must give at least 6 weeks' notice to the Director before the requested commencement date
- Long Service Leave will not be granted until after the staff member's 10 years of service has been completed
- Staff members will be encouraged to take the Long Service Leave in the form of an absence from the Children's Centre and not to be paid out in wages. However, the Children's Centre will abide by the legal requirements of the Long Service Leave Act on request of the staff member
- For every week accrued after the 10 years of service has completed, this can be taken as accrued e.g. 1.3 weeks every year or as requested by staff members
- The Children's Centre will comply with the requirements of the Long Service Leave Act at all times

### **DEPARTMENT FOR EDUCATION AND DEPARTMENT FOR HUMAN SERVICES STAFF LEAVE:**

Educators employed by the DE or DHS may be entitled to Sick Leave, School Holidays, Long Service Leave, Special Leave, Skills and Experience Retention Leave depending on their status, awards and conditions – and are set by the SA Government.

**CREATED:** November 2007

**REVIEWED:** November 2008, September 2009, October 2010, October 2011, September 2012, September 2013, September 2014, September 2015, September 2016, September 2017, February 2018, September 2018, September 2019, July 2020

**TO BE REVIEWED:** July 2021

**SOURCED:** Long Service Act 1997  
Child Care (SA) Award 2006  
Children's Services Act 1985