

LONG DAY CARE STAFF LEAVE Version 1.13

Educators employed by Keithcot Farm Children's Centre Governing Council are required to arrange in consultation with the Assistant Director, their entitled 20 days of Annual Leave per calendar year. No staff will be allowed to 'bank' annual leave without first applying to the 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 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.

TEN DAYS PRE-APPROVED LEAVE WITHOUT PAY

LDC Staff are entitled to a maximum of ten working days leave without pay (LWOP) to be approved at the beginning of each financial year. The LWOP days will not affect their normal accrual of days for Long Service Leave, Annual and Sick Leave. Special individual cases will be evaluated separately and approval status is 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:-

- Special Paid Leave days must be taken during the Children's Centre closure period.
- Special Paid Leave days must be taken as a block.
- Special Paid Leave is not part of any employees' employment conditions or terms of employment.
- Special Paid Leave 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 10 days Special Paid Leave.
- Special Paid Leave days cannot be used in place of sick leave.

- Special Paid Leave days are not accruable.

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.
- The first 13 weeks accrued is encouraged to be taken in a block or be split into two blocks.
- If the first 13 weeks accrued are split into two blocks it is encouraged that the minimum number of weeks for one split would be at least 6 weeks.
- 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 STAFF LEAVE:

Educators employed by the DE are entitled to Sick Leave, School Holidays, Long Service Leave, Special Leave, Skills and Experience Retention Leave – 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**

TO BE REVIEWED: **September 2019**

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