

PELORUS COMMUNITY PRESCHOOL

Leave Procedure

Rationale

- All employees are entitled to different types of leave, as per their employment agreement. This policy outlines the procedure and guidelines behind accessing different types of leave.
- All leave types will be made available via a formal process, which will be reviewed regularly by the Senior Teacher to ensure consistency and fairness.
- The preschool acknowledges work-life balance requirements of our employees and seeks to work with our employees to ensure their needs are considered.

Annual Leave

1. All employees are entitled to annual leave as stipulated in their employment agreement.
2. Employees should make every effort to request leave at least 30 days prior to commencing the leave, in writing to the Senior Teacher (use form in Appendix 1).
3. Leave is granted on a first come first served basis.
4. Employees should ensure they have adequate annual leave to cover the preschools compulsory 3 week shut down period over the summer holidays (December and January). Where no annual leave is available, the employee will not be paid during that period.

Sick Leave

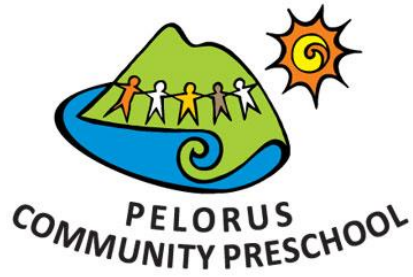
1. All employees are entitled to sick leave as stipulated in their employment agreement.
2. Employees must inform the Senior Teacher as soon as possible of their unavailability to attend work due to an illness, prior to the beginning of the school day (i.e. 8am).
3. Where employees know they will be unavailable for work due to sickness (example

a planned operation), they should make every effort to inform the Senior Teacher in writing at least 30 days prior to commencing sick leave (use form in Appendix 1) or as soon as they are notified.

Leave Without Pay (LWOP)

1. Leave Without Pay enables an employee to take additional leave on top of their annual leave.
2. Leave Without Pay may only be granted where an employees Annual Leave entitlement has been exhausted.
3. Employees should make every effort to request Leave Without Pay at least 30 days prior to commencing the leave, in writing to the Senior Teacher (use form in Appendix 1).
4. Leave Without Pay will be granted on a first come first served basis.

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APPENDIX 1

Leave Request Form

Type of Leave requested (tick one):

Annual Leave _____

Leave Without Pay _____*

Planned Sick Leave _____ ¥

Number of days requested: _____

Dates requested: _____ to _____

*I have exhausted my annual leave up to my anniversary date.

¥ Where the sick leave is greater than 3 consecutive days, a Doctors note is required.

Signed by employee: _____ Signed by Senior teacher: _____

Date: _____

Date: _____

Please place this completed and signed document in the employees personnel file.