



LEAVE ENTITLEMENTS

Settlers Farm OSHC aims to provide leave to employees in ways which benefit both educators and the service. Educators are entitled to leave as provided by the Children’s Services Award 2010 and the National Employment Standards (NES) and the service will comply with the requirements as stated in these documents. The service will especially try to support educators that require leave to fulfil their family responsibilities.

Procedure:

- Public holiday entitlements, annual leave, personal/carers leave and compassionate leave provisions apply to educators employed on a permanent basis. Long service leave and leave without pay provisions apply to all educators.
- The Director is responsible for allocating and approving leave, using a planned approach. However, the Director should consult the operator if they believe it is necessary to direct an educator to take annual leave or long service leave.
- All leave must be applied for with as much notice as possible, and must be done through completing an Application for Leave of Absence form. At least four weeks’ notice must be given when applying for annual leave.
- During the Christmas closure period, educators will be directed to take annual leave. If an employee has accrued an excessive amount of annual leave they may also be directed to use this leave.
- The Director will give educators a written approval/non-approval for annual leave within five business days of receiving the application.
- Once leave has been approved, it will only be changed by agreement between the educator and the Director.
- Educators must supply a medical certificate for sick leave when requested.
- The Director and/or the management committee will consider each case based on the needs of both the service and the educator.
- Educators should use all available paid leave before applying for leave without pay.
- Leave without pay will not break service but will not count for accrual of benefits.
- Employees will be paid compassionate leave in line with the NES.
- More information on these topics can be found in appendices 28 (*Fair Work Act 2009 National Employment Standards and Australian Government Fair Work Ombudsman Fact Sheets*) and 30 (*Children’s Services Award 2010*).

NATIONAL QUALITY STANDARD

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.



4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Policy reviewed	Previous modifications	Next review date
March 2021	No changes	2022