



LEAVE POLICY

Policy updated May 2026

The Peninsula College Leave Policy has been developed in line with the current [Victorian Government Schools Agreement 2022](#)) and the [Victorian Government School Policy and Advisory Guide](#). The Principal has the ultimate responsibility for the Human Resource Management of the College.

Applying for leave at Peninsula College.

Leave of all forms, for teaching and non-teaching staff, is processed at the school level following DET guidelines. This policy is aimed at making known to staff the procedures that will be used in applying for and the granting of leave. This document outlines the different types of leave available and application processes. These procedures will be adhered to in all but exceptional circumstances. The granting of leave will be at the sole discretion of the Principal, under the advice of the consultative committee.

Staff must note:

- An application for leave does not mean an automatic granting of leave. An objective, professional and compassionate approach, using these guidelines on a case-by case process, will be used
- It is often extremely difficult to find replacement staff for leave.
- DET has determined that any leave of 30 school days or less is the school's financial responsibility. Any leave greater than 31 working days will be the financial responsibility of DET (except for leave without pay- which is always the schools financial responsibility)
- Staff should be aware that pre-booking a holiday before leave is granted is not grounds for applications to be approved or recognised as compassionate grounds
- Approved Long Service Leave cannot be exchanged for Time in Lieu acquittal.

In determining whether the leave should be granted the following key criteria will be considered.

- The needs of the students and their programs.
- The entitlement of the staff member to the leave for which they have applied.
- Duration and type of leave.
- Time of the school year during which leave is requested.
- Date of last approved leave, and length of leave taken.

- Whether the leave is discretionary or entitled.
- How the granting of the leave will impact on the operation of the school and whether an appropriate replacement can be found.
- The legislative requirements in granting the particular leave type.
- Staff are free to consult the [Victorian Government School Policy and Advisory Guide](#) and the current [Victorian Government Schools Agreement 2022](#) both of which are available from the DET website, to gain information on leave entitlements.

Appeals

An appeal arising from an unsuccessful leave application can be made in writing to the Principal. The applicant should specify any particular circumstances that may warrant special consideration and should submit the appeal in time for the matter to be reviewed in a timely and reasonable manner. The usual right of appeal to the Merit Protection Board exists for appeals outside the school. Further information can be found via this link [Grievances – Teaching Service: Policy and Guidelines | education.vic.gov.au](#)

Types of Leave

There are many types of Leave that fall under Education Department Guidelines. To view all types of Leave please go to the [Victorian Government School Policy and Advisory Guide](#) or the current [Victorian Government Schools Agreement 2022](#). The most common leave types are outlined below–

Long Service Leave

For long service leave to be granted, staff will need to make an application using the Application Form available from the Business Manager.

Key Dates

- For Long Service leave 31 days or more staff must apply by the 1st of October in the school year prior to the year in which the leave is to be requested
- For Long Service leave less than 31 days staff must apply a minimum of two terms prior to the first date of which leave is to be requested.

It is understood that there may be exceptional circumstances, such as compassionate grounds, which makes it difficult to follow these processes and this will be considered and a short turnaround process for approval may be necessary.

Please Note:

Any staff member who has an emergency need or pressing compassionate grounds for leave must contact the Principal directly. In granting Long Service Leave the following additional factors will be considered:

- Years of service of applicant
- Period of time elapsed since last leave taken
- Availability of replacement staff
- Length of leave requested
- Number of staff who have applied for leave
- Time of the year when leave is requested
- Extenuating circumstances e.g. compassionate grounds (need to be documented and will be treated confidentially as appropriate), spouse leave etc.

Parental Absence: Maternity Leave, Partner Leave, Family Leave and Adoption Leave

- The Principal should be notified as soon as possible of your intention to take leave. This may be in confidence.
- Formal notification, including the expected date of confinement, should be made as early as possible.
- It will be appreciated if an indication can be made of the likely return to work plans of the employee.
- Staff members on Family Leave must notify the Principal, in writing, of an intention to return to work by October 1st in the year prior to the anticipated date of return.
- Resumption will be at the same time fraction worked prior to any leave and must be on the first day of any term. Any request for a reduction in time fraction upon return from Family Leave must be made in writing to the Principal.

Leave Without Pay

Leave Without Pay is not an entitlement. It may be granted by the Principal for professional development or for pressing personal reasons. Apart from the undertaking of a recognised course of study, leave without pay will not be granted for longer than a period of one school year.

Applications for Leave Without Pay are considered by the delegate under Division 19 of Part 6 of Order 1388. With the exception of applications for Leave Without Pay to count as service (see below), the principal has the delegation to approve Leave Without Pay in respect of all staff employed at his or her school.

Key Dates

- Applications for Leave Without Pay of 31 days or more must be made by the 1st of

October in the school year prior to the year in which the leave is to be requested.

- For Leave Without Pay less than 31 days staff must apply a minimum of two terms prior to the first date of which leave is to be requested.

In determining applications for Leave Without Pay the following matters will be considered.

- the length of service of the employee.
- the reason for the leave request.
- the availability of suitable replacement staff.
- time of the year leave is requested for.
- any other factor considered relevant.

There will be no extensions of Leave Without Pay beyond 12 months without further application and demonstration of need by the staff member. In the granting of Leave Without Pay, the status of other leave entitlements will be considered. Applicants who are granted Leave Without Pay must apply to the Principal to undertake employment outside of their usual teaching duties during this time.

Study Leave

The criteria for the granting of Study Leave falls under the Victorian Government School Policy and Advisory Guide.

Written applications for Study Leave must be submitted to the Principal no later than the end of Week 2 at the start of each Semester for leave occurring in the following semester.

Applications for Study Leave should include details of the course to be undertaken, a copy of the course timetable and details of the leave requested.

Members of staff may be granted full, or part time Study Leave, with or without pay.

Applications for Study Leave are considered having regard to the following criteria:

- relevance of the study or research to the priorities of the school/Department.
- relevance of the study or research to the present or future duties of the applicant.
- the study or research is the most effective form of professional learning for the applicant.
- the study or research can be accommodated within the available budget.
- The staffing needs of the school can accommodate the proposed study.

Sabbatical Leave

Sabbatical Leave allows an employee to self-fund a period of leave to broaden their skills and knowledge.

In particular, Sabbatical Leave enables employees to engage in a variety of alternative activities of their choice and to gain skills and experiences that they might otherwise not be able to access.

Personal Leave

Staff should note that Personal Leave is not in addition to sick leave. For full-time staff up to 5 days sick leave without a medical certificate can be taken in any one year or pro rata for part-time staff. Sick leave with or without a medical certificate reduces accumulated Personal Leave. Once a staff member takes over three days of consecutive Personal Leave, a medical certificate is required.

The amount of Personal Leave to care for an immediate family member which may be granted in any one year with or without pay shall not exceed 10 days.

It is the staff members individual responsibility to submit their leave application attesting to the dates of leave by applying for the absence/s via eduPay ESS. This should be done immediately upon your return to duty. If application is not submitted within 2 working days, application for leave will be submitted as Leave Without Pay on the applicant's behalf. Any essential documentation such as medical certificates should be appended upon resumption of duty and in accordance with the eduPay requirements.

It is not the responsibility of the HR Manager/Daily Organiser to seek medical certificates from staff.

Early Return from Long Service Leave, Family Leave, Leave Without Pay

An early Resumption Application needs to be made in writing to the delegate for approval to resume regular duties.

Approval Process

- Forms for Leave Without Pay, Long service Leave etc. are available from the Business Manger
- The Consultative Committee will be part of the approval process. They will assist the principal in approving or declining leave applications.
- The decision to approve leave remains with the principal.
- The principal will retain the authority to approve confidential or sensitive leave applications without consulting with the Consultative Committee

This Policy was updated in May 2026 and will be reviewed annually.