

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torrens Strait Islander People past, present and emerging.



Leave Policy

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership.		
7.1.2	Governance supports the operation of a quality service	Systems are in place to manage risk and enable effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined and understood, and support effective decision – making and operation of the service.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
168	Education and care service must have policies and procedures
170	Policies and Procedures to be followed

Aim

To ensure that all staff take their leave entitlement in a correct and timely manner.

Implementation

Annual Leave

Educators and staff are entitled to four weeks annual leave a year (up to 20 working days). In addition to the annual leave provisions outlined in the Award an employee who is entitled to annual leave and has been in continuous employment for a period of 36 months is entitled to an additional 2 days annual leave per year.

Educators and staff are to take compulsory annual leave (RDO's or TOIL) during the Christmas closure period which is included in their overall annual leave.

The Director and Assistant Director are responsible for approving annual leave.

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Educators and staff should apply for annual leave at least three weeks before the date of leave requested, in writing. Whilst individual needs of employees will be taken into consideration, leave shall only be granted when minor disruption to the service occurs.

In the event that several employees request time off at the same time, priority will be given to the employee who provided the earliest request on the appropriate form or who have the largest number of accrued leave days. It is not acceptable to book/plan holidays assuming that leave will be approved. The Director will not take into consideration any reservations or bookings made prior to the application for leave.

To maintain continuity of care for the children, it is best practice that only one Educator from each room have annual leave at the same time however individual circumstances will be taken into consideration.

Rostered Day Off (RDO)

Educators and staff that are employed full time (40 hours per week) are entitled to a rostered day off each month. A full month must be worked before being eligible. Educators and staff must apply via wageloch and the RDO shall be granted in conjunction with the best interests of the room.

As per the United Voice – Warradale Community Children's Centre Collective Agreement 2016 up to 5 RDO's may be accumulated.

Paid Personal/Carers Leave

Personal or Carers Leave is designed to assist an employee to deal with personal illness, caring responsibilities, family emergencies and the death or serious illness of close family members. Employees are entitled to take up to 10 days per year of personal leave. The leave accrues progressively during the year and will accumulate from year to year.

Educators and staff may take paid personal/carers leave:

- If they are unfit for work because of their own personal injury/illness
- OR
- To provide care or support to a member of their immediate family or household, because of a personal illness, injury or unexpected emergency affecting the member. A member of immediate family refers to a spouse, a defacto partner, child, parent, grandparent, grandchild or sibling of the employee or that of the employee's spouse or defacto partner.

Educators or staff must phone or speak in person to the Director or Responsible Person requesting leave for personal care or care reasons. The phone call must be made prior to when the employee is expected at work. Text or voice messages are unacceptable. In the following circumstances a doctor's Certificate maybe requested at the discretion of the Director:

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- If all personal leave has been used



- If leave takes more than 2 days
- If leave is taken prior or after a weekend, public holiday or a rostered day off
- If leave has been applied for and rejected
- At any other time at the discretion of the Director

Personal leave must be taken inline with your accrued entitlements. Any further time off for illness or caring for a family member will be taken as annual leave or leave without pay at the discretion of the Director.

Parental Leave:

All employees are entitled to up to 12 months unpaid parental leave if they have completed at least 12 months of continuous service with Warradale Community Children's Centre.

The provisions include birth related leave and adoption related leave.

The leave must be associated with:

- The birth of a child
- The placement of a child under 16 years old with the employee for adoption

Please refer to Pregnancy Policy

Long Service Leave:

Full time, part time and casual employees employed by Warradale Community Children's Centre are entitled to long service leave under the terms and conditions of the South Australian Long Service Leave Act

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	12/4/18	Policy developed	Trish Cook	12/4/19
1.1	12/4/19	Policy sent to staff and families for review no changes	Lori Hay	31/7/23

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1.2	31/07/23	Wording changed to include Wageloch	Stephanie Bilsborow	31/12/24
1.3	Sept 2024	Changed Dr's certificate will be required to may be required at the discretion of the director	Lori Hay	Sept 2025