

C-14 Educator Leave

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2	Professionalism.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 5.1	Relationships between educators and children.
QA. 6.1	Supportive relationships with families.
QA. 7.1.3	Roles and responsibilities
QA. 7.2	Leadership.
QA. 7.2.1	Continuous improvement.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 84	Awareness of child protection law.
Reg. 136	First aid qualifications.
Reg. 155	Interactions with children.
Reg. 156	Relationships in groups.
Reg. 168	Education and care service must have policies and procedures.

My Time, Our Place

LO. 1	Children feel safe, secure, and supported.
-------	--

Policy Statement

All educators employed by Normanhurst West OSHC will be entitled to leave as per the Children's Services Award and National Employment Standards. The professional attitude and behaviour of the educators is of the utmost importance to the provision of a quality service with a positive reputation in the community and the standard of care provided for the children and families in the Centre. We aim to provide clear guidelines to the Educators, regarding expectations for staff absenteeism, to ensure the best outcomes for the families and children at the service.

Related Policies

- NORMANHURST WEST OSHC Policy A-17: Privacy and Confidentiality
- NORMANHURST WEST OSHC Policy C-2: Conditions of Employment
- NORMANHURST WEST OSHC Policy C-3: Educator Orientation and Induction
- NORMANHURST WEST OSHC Policy C-6: Educator Review and Appraisal
- NORMANHURST WEST OSHC Policy C-7: Grievance Procedures

- NORMANHURST WEST OSHC Policy C-8: Disciplinary Action

Procedure

Educators leave entitlements and processes will be discussed in the initial orientation process for all new employees.

Professional behaviour and meeting of these expectations will be reviewed as part of the ongoing employment of all educators.

NWOOSH expectations with regards to leave is as follows:

- Educators must enter all unavailable days / times in via the Deputy app as soon as they become aware of the unavailability.
- For any casual employees who no longer wish to work a rostered before and after school care shift, they must find their own replacement to fill their shift. Where they are unable to find a replacement, the Educator is expected to work, with the exception of being unwell. Casual employees must locate a replacement with the same qualifications to replace their shift i.e. Supervisors must locate a Supervisor. If you are unable to find someone with the same qualifications, you must contact the Director immediately so alternative arrangements can be made.
- For any casual employees who no longer wish to work a rostered vacation care shift, they must notify the Director via phone who will advise the action with regards to replacing the shift. This ensures replacements are appropriate for the needs of the centre and families of the service. Where a suitable replacement cannot be found, the Educator is expected to work, with the exception of being unwell.
- For any casual employees who are unwell, they must make verbal contact with the Director before midday the day prior to the shift, who will advise the action with regards to replacing the shift. Where the Educator becomes unwell after midday, and the shift is a before school care shift, they must advise the RPD of the morning session via phone immediately, to allow time for an appropriate replacement to be found. When the Educators becomes unwell after midday and the shift is an after school care shift, they must contact the Director via phone as a matter of urgency, to allow time for an appropriate replacement to be found.
- For Permanent employees requesting Annual Leave, Educators must log all leave requests via Deputy at least 4 weeks prior to the first day of requested leave, providing to the Director for approval. Leave requests must indicate the number of hours of leave being taken each day, along with the split between face to face shift time and admin. Annual Leave less than 2 weeks will be approved by the Director, and notified to the Sub-Committee at the next Sub-Committee Meeting. Any leave longer than 2 weeks, or which pushes a leave balance into negative, must be approved by the Sub-Committee. Approval of Annual Leave will take into account the operational needs of the service, along with any other Educators already on leave. Blackout periods for leave may be designated by the Director or Sub-Committee.
- If a Permanent employee accrues more than 6 weeks' annual leave, Management and the Educator will discuss and agree on a plan for the Educator to take some annual leave. If an agreement cannot be reached, Management reserves the right to direct the Educator to take their leave.
- For any permanent employees requesting Personal / Carer's leave, Educators must first log the leave request in Deputy, identifying the total number of hours of leave to be taken, and

the split between face to face and admin. Immediately afterwards, the Educator must contact the Director verbally in person, or by phone, of the inability to attend work due to illness / Carer responsibilities / Family emergencies. Notifications must be made by midday the day prior to the absence. If an Educator becomes unwell after midday, they must contact the Director as a matter of urgency, to allow time for an appropriate replacement to be found. Notifications must be verbal- phone messages, text messages, emails or the like are not appropriate. A Doctors Certificate will be required for any absence of 2 days or longer, or absences on days either side of a weekend or long weekend. Doctor's certificates are expected to be provided to the Director during the course of leave, either via email, or through whatsapp. The employee may not be entitled to take personal/carer's leave where a certificate is required and not provided. Requests for Personal / Carer's leave must include a notification as to the nature of the leave (e.g. type of illness) to ensure any reporting requirements of the service can be met, and to ensure any exclusion periods for contagious illnesses are met. Approved Reasons for the taking of Personal / Carer's Leave are available on the [Fair Work website](#). The notification must also include the number of hours of leave to be taken, and the breakdown between admin hours and face to face hours. An expected return date must also be provided. Any change to this return date must be notified verbally, by midday the day prior to the change.

- For any permanent employees requesting unpaid leave, this application must be put in via Deputy with at least 4 weeks' notice, referred to the Director. Unpaid leave is not an entitlement under the Children's Services Award, nor provided for in the National Employment Standards (NES). This request will be passed on to the Sub-Committee for review, and will only be approved in extenuating circumstances.
- Permanent Employees must ensure their Annual Leave balance will cover the close down period over Christmas.
- For any permanent employees requesting the taking of Time in Lieu, these requests must be made with a minimum of 1 week's notice. The leave request must be logged via deputy, indicating the number of hours of leave to be taken, and any applicable breakdown between admin hours and face to face hours. Time in lieu must be taken within 4 weeks of accrual. Additional Time in Lieu information is available as part of the Children's Services Award.
- Where an employee becomes unwell at work, this will be immediately notified to the RPD, who will make a decision based on legislative child/staff ratios and whether another staff member is required to be called in. Where an Educator requires an ambulance, this will be called immediately. If an ambulance is not required, and the Educator leaving will not impact legislative ratios, they will be sent home. If the Educator is too unwell to leave work, and needs assistance to get home, their Emergency Contact as listed on Deputy will be phoned immediately.

The Centre Director will immediately address any breach in the expectations outlined above, and inform the details and action taken to the Sub-Committee. If the concern involves the Centre Director, representatives from the Sub-Committee will conduct the discussion.

All discussions will be recorded and expectations clearly explained. Any further issues will be addressed as per the Disciplinary Action Policy.

Sources

- Children's Services Award 2010
- Work Health and Safety Act 2011

- Network of Community Activities Policy- Staffing. Section D: Staff Professionalism
- National Employment Standards (NES)
- Fairwork Act 2009
- NSW Long Service Leave Act 1955
- Paid Parental Leave Act 2010
- Services Australia
- Safe work Australia
- State Insurance Regulatory Authority (SIRA)

Endorsed	15/10/2021
Review Date	15/10/2023

