



STPATRICK'S
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 3.8

Working Hours and Leave Provisions

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POLICY

St Patrick's Technical College aims to structure working hours and leave entitlements to suit the needs of both the employee and the College and its operations.

Employees are expected to be flexible in their approach to attending work and taking leave to ensure the College satisfies the needs of students and the broader College community.

GUIDELINES

St Patrick's Technical College employees come under the South Australian Catholic Schools Enterprise Agreement and, although scope exists to negotiate variations in some areas, the College will apply the following guidelines in determining working hours and leave provisions for employees.

Hours of Work

1. A regular full-time work week consists of 5 days, Monday to Friday. A working day consists of 7.5 paid work hours or 37.5 hours per week.
2. Salary is paid fortnightly on a Thursday for the 75 hour period finishing the previous Friday.
3. An employee may be engaged on a part-time basis. The ordinary hours of work for a part-time employee will be set by the College at the time of employment and will be between 6 hours and 37.5 hours per week.
4. Casual employees may be engaged to work on an hourly basis and rate at any time and on any day of the week up to a maximum of 37.5 hours per week.

Annual Leave – Non Teaching Staff

1. Non teaching staff are entitled to 4 weeks (20 days) paid annual leave for each completed year of service with the College.
2. Accumulated annual leave hours will be credited to an employee upon the completion of each 4 week period of service.
3. Employees must take annual leave at a time that is mutually agreed between themselves and the College, taking into account the operational requirements of the College. The College will not unreasonably refuse the taking of annual leave.
4. All leave, including annual, personal, parental and long service, is requested on a Form L "Leave of Absence Application" and must be approved and signed by the College Principal or his/her delegate. The College Business Manager is to ensure all leave forms are kept in the employee's Personnel File.
5. Although unused annual leave accrues from year to year, annual leave must be taken within 12 months of the date accrued unless the Principal approves a carry forward to the following year.
6. Annual leave will be paid at the rate of pay the employee receives at the beginning of the period of annual leave.



7. Annual leave counts as service for all purposes.
8. In the event an employee becomes seriously ill or injured whilst on annual leave then, subject to the approval of the Principal, accrued sick leave may be substituted for the annual leave. The College will require verification of the illness or injury which may take the form of a doctor's certificate or other documentation the College may nominate.
9. Unused accrued annual leave entitlements will be paid out on termination of employment.
10. Part-time employees can access the same annual leave entitlements as full-time employees on a pro-rata basis.
11. Employees are entitled to an annual leave loading payment which will be based on a percentage of the value of their annual leave entitlement. Annual leave loading must be paid on the pay day which contains payments for the last working day of the last term of the College year.

Annual Leave – Teaching Staff

1. Teaching staff are entitled to annual leave during the periods when the College is closed to students i.e. Christmas break and term holidays.
2. Teaching staff are not expected to request annual leave for periods that coincide with the normal College student attendance hours.

Public Holidays

1. St Patrick's Technical College recognises public holidays declared by either Commonwealth or State Government law and provides employees with paid time off for the public holiday, or appropriate penalties if required to work on the day.
2. When a public holiday falls on a period of approved paid annual leave or long service leave, the employee is entitled to receive holiday pay in respect of the public holiday.

Personal / Carer's Leave and Compassionate Leave

1. For each year of service an employee is entitled to 10 days of paid personal/carer's leave according to the employee's hours of work with pro rata entitlements for part time employees.
2. Personal / Carer's leave is available to:
 - assist employees with a personal illness or injury; or
 - assist employees to care or support an immediate family or household member who is suffering a personal illness or injury or is affected by an unexpected emergency
3. Compassionate leave is available to assist employees when a member of their immediate family or household:
 - contracts or develops a personal illness that poses a serious threat to his or her life; or
 - sustains a personal injury that poses a serious threat to his or her life; or
 - dies



4. Personal / Carers leave accrues from the day of commencement of employment. This leave accumulates from year to year
5. For Personal / Carers leave to be payable, employees are required to call in and report their absence at least one hour prior to the time for commencement of work. Longer notice is encouraged when the absence can be anticipated. Employees are to notify their immediate supervisor or manager of the reason for the absence and the anticipated duration of it is to be stated. Where an employee does not wish to disclose the nature of illness, the supervisor or manager may exercise discretion to waive the requirement.
6. A teacher's Personal / Carer's leave may be debited against the teacher's entitlement in half day units or hours where practicable.

Full time ESO's Personal / Carers leave may be converted to 75 hours and debited against their entitlement in half day units or hours where practicable. Part time ESO's are entitled to a pro rata fraction of the full time entitlement.

7. Employees absent on personal leave for two or more consecutive days, or on either side of a scheduled day off (annual leave, other rostered day off, public holiday), or on the first or last day of a school term, are required to produce a doctor's certificate accounting for their absence. A doctor's certificate may be requested by the College and is to be produced for any personal leave absence, including single days off.
8. Any absences occurring once the employee's personal leave entitlement has been used shall be taken as annual leave or unpaid leave, whichever the employee nominates.
9. The College regards abuse of Personal / Carers leave as a serious matter. The benefit applies to legitimate personal illness or injury. The benefit does not exist for recreational purposes. An employee who abuses or misuses their paid Personal/Carers leave benefit will be subject to disciplinary action. Amongst other things, excessive absenteeism may be determined to be an abuse of the Personal / Carers leave benefit within the terms of this policy.
10. There is no entitlement to be paid for unused Personal/Carers leave benefits upon termination of employment.
11. The College Business Manager is to ensure a record of the employee's paid Personal/Carers leave is entered in the employee's personnel file.

Parental Leave

1. Parental leave includes; adoption leave, maternity leave, partner leave, extended parental leave, child rearing leave and unpaid caring leave

An employee is entitled to 12 months of parental leave if:

- the leave is associated with the birth of a child of the employee or the employee's spouse or partner, or the placement of a child with the employee for adoption; and
- the employee has or will have a responsibility for the care of the child



- An employee is not entitled to parental leave (other than unpaid pre adoption leave) unless the employee has, or will have, completed at least 12 months of continuous service with one or more of the employers listed in the EA immediately before the dates applicable in sub section (3) of section 67 of the Act. Notice and evidence is required.
- 2. Adoption leave may start prior to the day of placement of the child and the entitlement is for 12 months. Details of periods of notice and evidentiary requirements are outlined in the 2013 Enterprise Agreement
- 3. 14 weeks of adoption parental leave will be paid (adoption) leave.
- 4. 14 weeks of maternity parental leave will be paid (maternity) leave.
- 5. An employee who takes parental leave is entitled to an extension of parental leave for a further period of up to 12 months immediately following the end of parental leave. Extended parental leave is unpaid leave.
- 6. In addition to parental leave and the further 12 month extension to parental leave, employees are entitled to child rearing leave for a maximum period of 12 months. Child rearing leave is leave without pay and is available for the care of preschool age children.
- 7. In addition to parental leave, extended parental leave and child rearing leave, an employee is entitled to take unpaid caring leave for the purpose of providing care and support to an immediate family or household member up to a maximum of 12 months.

Long Service Leave

1. Employees become eligible to apply for long service leave after 7 complete years of continuous service but normally it is expected that long service leave will be taken in multiples of a term.
2. The College will normally not approve long service leave applications of less than one term for teaching staff and the long service leave taken should coincide with a term.
3. An employee may apply to take long service leave in multiples of a week for a minimum period of one calendar week providing that the employee has sufficient long service leave available.
4. Accrued long service leave is portable between all Catholic schools in South Australia (and most Catholic schools in Australia) providing that there is a break in service of no more than 2 terms between service in one school and service with the second school
5. Long Service Leave should be taken within 12 months of it falling due. An employer may require an employee to take long service leave that is due by giving at least 60 days notice.
6. Employees are required to provide a minimum of fourteen days notice of their intention to take long service leave. Where possible longer notice periods are encouraged.
7. Employees continue to be in the employ of the College whilst on long service leave. Employees are forbidden from engaging in any form of alternative employment whilst on their long service leave break.



8. Long service leave is paid at the employee's ordinary rate of pay.
9. Upon returning from long service leave employees will return to their position and salary prior to the leave taking.
10. All statutory benefits and entitlements ordinarily applicable whilst employed continue to accrue during the long service leave absence.

RELATED POLICIES

- *2.2 – Salary*
- *3.6 – Personnel Records*
- *3.12 – Employment Termination*