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## STAFF ABSENCE FROM SCHOOL PROCEDURE

**Updated: 2024**  
**Review: 2028**

### Rationale

Our Lady of Mercy College's pillars of Embracing life, Nurturing faith and Inspiring learning help to create a caring environment for staff, students and their families.

It is understood that there will be times when staff will need to be absent from the College. This could be for various reasons such as illness, family leave or professional development. The Staff Absence from School Procedure seeks to provide consistent, fair and respectful guidance to staff, ensuring the needs of the College are balanced with the needs and circumstances of each individual staff member.

### Principles

This document clearly gives guidance to all staff members about absence and ensures all staff take full responsibility for communicating and managing their absence in a professional and accountable manner.

- All staff members have rights and responsibilities to ensure a co-operative work environment is maintained.
- Staff are accountable for following the stated procedures when absent from the College.
- Successful student learning is strongly linked to the consistent delivery of planned uninterrupted educational programs.
- Absence from the College can be either unplanned or planned.

### Procedure

#### Reporting Unplanned Absences for Teaching Staff:

1. Call the Relief Coordinator on 0488 501 707 before 6.30am on the morning of absence and email the Relief Coordinator on [olmca.relief@cewa.edu.au](mailto:olmca.relief@cewa.edu.au) to confirm your absence.
2. Contact, via email, all relevant HOLAs ensuring they are aware of your absence in case assistance is needed with lesson preparation by the relief coordinator.
3. The College, via the Team Leader – Administrative Services, will enter the details of the absence onto the staff member's MyHR.
4. Medical certificates may be required when absent for two or more consecutive days.

#### Reporting Unplanned Absences for Support Staff:

1. Contact your Line Manager and/or HOLA either by phone or email. The Line Manager and/or HOLA should ensure that the Team Leader – Administrative Services and Director of Staff is aware of the absence.
2. The College, via the Team Leader – Administrative Services, will enter the details of the absence onto the staff member's MyHR.
3. Medical certificates will be required when absent on two or more consecutive days.

### **Reporting Planned Absence for Teaching Staff:**

- Sufficient notice should be given in advance of the requested absence.
- For all camps and excursions, please refer to [Camp/Excursion Checklist](#) located on the Staff Portal.
- For Professional Learning leave, please refer to the [Application to Attend Professional Development Procedure](#) located on the Staff Portal.
- For personal leave, please have a conversation with the Director of Staff to seek verbal approval.
- All planned leave requires contact to be made with the Relief Coordinator so as to ensure that they are aware of this absence.
- *Discretionary leave* is one extra day of paid leave per year, additional to any other leave entitlements and is only available to full and part time teaching staff who have completed at least 12 months of continuous service with a Catholic School. It is subject to its approval and is not cumulative. It must be requested a minimum of four weeks prior to the event.

### **Reporting Planned Absence for Support Staff:**

- As far as possible, sufficient notice should be given in advance of the requested absence.
- For personal leave staff, should ensure they have had a conversation with their HOLA and/or Line Manager and then with the Director of Staff to seek verbal approval.

### **Reporting Planned Absence for Teaching & Support Staff to conduct duties for the College:**

- Staff should ensure they have a conversation with their HOLA and/or Line Manager prior to leaving the College grounds.
- Staff should also record their movement off and on the College grounds on the tablet located at College Reception or IT department.
- If attendance at a planned event is cancelled after approval has been given, the staff member must inform the Relief Coordinator, the Director of Staff and relevant HOLAs about this change in leave. If the leave had been entered onto MyHR, the staff member must reverse this leave.

### **Reporting Short Absence for illness or emergency (within the day):**

- Staff who need to leave the school for medical reasons are required to see the Director of Staff or Team Leader- Administrative Services before departure. The College will enter the details on MyHR, via the Team Leader – Administrative Services.
- If the circumstance affects two hours or fewer and is related to their children or immediate family member's achievement or performance, the staff member should sign in and out after seeing the Director of Staff.
- Staff who wish to leave the College for a short time to attend a brief appointment, such as a child's graduation, musical recital or award assembly must be approved by the Director of Staff prior to leaving the College. In these circumstances, the leave on MyHR is Special Leave.
- Staff may leave for any reason only during their lunch break (if not on duty). Signing in and out on the tablet is essential.
- Staff who need to leave the College for any other reason, at any other time, must see the Director of Staff.

### **Long Service (LSL) or Extended Leave without Pay or Parental Leave:**

- All these leave types should be discussed with the Principal the year prior to considering this leave. The staff member should also have an informal conversation with their immediate Line Manager and/or HOLA.

- All LSL needs to be formally approved by the end of Term 3 of the previous year.
- Once verbally approved by the Principal, the staff member should record this onto MyHR.

#### **Time in Lieu (TiL) Guideline:**

- Time in Lieu (TiL) serves as a commitment to staff welfare at Our Lady of Mercy College. It acknowledges the dedication and efforts of our staff in supporting students during overnight excursions, such as retreats and camps. By adhering to these guidelines, we aim to cultivate a work environment that prioritises the well-being of our staff, while fostering a positive and productive atmosphere. Providing opportunities for TiL underscores Our Lady of Mercy College's dedication to ensure our staff feel valued and supported.
- Staff who have participated in overnight events, such as camps or excursions not directly linked to curriculum or course, are eligible to apply for TiL. For every night spent away during overnight events, staff are eligible for up to half a day of TiL. The maximum TiL that can be accumulated in one calendar year is two days, regardless of the number of overnight events attended.
- Application Process – TiL can only be taken in Term Four of the year it was earned. Staff members interested in claiming TiL must submit a formal written request to the Director of Staff. Requests should include staff member name, details of the overnight event attended, the number of nights spent away, and proposed dates for taking TiL in Term Four.
- Approval Process - Approval for TiL requests are at the discretion of the Director of Staff. Consideration will be given to the workload and scheduling demands of Term 4 period, particularly during exam time for Year 11 and 12 students. TiL requests may be approved subject to operational requirements and staffing availability.
- Use of TiL – TiL must be taken during Term 4 prior to the conclusion of the academic year. Staff members are encouraged to utilise TiL for rest, recuperation, and personal well-being activities.

#### **Lesson Requirements for both Planned and Unplanned absences for Teaching Staff:**

- When absence is planned, detailed lesson documents for each individual lesson ([Relief Proforma Form](#) – Supervision Information document can be found on Staff Portal/Forms) should be left with the Relief Coordinator.
- If reference is made in the relief proforma to students' use of OneNote, a copy of the OneNote page should be attached to the relief document. Any additional handouts/class sets that may be required are to be included with this document.
- Formal assessments need to be given as a hard copy to the Relief Coordinator.
- Should an absence be unplanned, please ensure the relevant HOLAs are informed via email as they may need to support the Relief Coordinator in the provision of lessons.

If possible, please ensure detailed lesson documents (Relief Proforma Form – Supervision Information document can be found on staff portal/Forms) are emailed through to the Relief Coordinator for each lesson.

If reference is made to students' use of OneNote, a copy of the OneNote page should be attached to the Proforma document. HOLAs may also request access to your OneNote to support your lesson's relief teacher. Any additional handouts/class sets that may be required for your lessons are to be emailed with the relief document.