

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 gives clear guidance to all staff members in relation to absence from the College procedures and ensures all staff take responsibility for communicating and managing their absence in a professional and accountable manner.

- The WA Catholic School Teachers Enterprise Agreement (2023) and The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement (2014) are the key points of reference for this document and have precedence.
- 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 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, if reasonable.
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 three 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 shall be required when absent on three 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.

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 or if unavailable, another member of the College Executive.

Discretionary Leave

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. The staff member should ensure they have a conversation with the Director of Staff prior to applying for this leave.

The Director of Staff will consider scheduling needs and demands of the school prior to approval being granted. It must be requested a minimum of four weeks prior to the event. Discretionary leave is not cumulative.

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

- All of these leave types should be discussed with the Principal following a written (email) request. 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 approved by the Principal, the staff member should record this onto MyHR.
- Eligible staff may apply at any time to the Principal to take up to 5 days (individual or consecutive) LSL in one school year.

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 requirements, 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.
- Application Process – It is expected that TiL is taken in Term Four of the year it was earned. Exceptions may be made for extenuating circumstances. Staff members interested in applying to take their TiL need to complete the *Time-in-Lieu Application Form* on the Staff Hub.
- Approval Process - Approval for TiL requests are at the discretion of the Director of Staff and are subject to operational requirements and staffing availability.
- Once this form is completed, the Director of Staff automatically receives the submission.
 - An email will be sent to the requesting staff member to communicate whether approval for TiL leave is viable, and TiL leave has been granted or not.
 - If granted, staff must enter the details of this TiL leave onto their MyHR records and also contact the Relief Coordinator and relevant HOLA.

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.