

## Educator Leave Policy

### Introduction and Purpose

The Approved Service recognises and supports the need for Educators to take appropriate leave and have opportunities to rest and relax.

### Procedure

- Educators must submit an Educator Leave form to the Approved Service for all leave.
- Educators must submit a 'Holiday Period Request' via third party online software (e.g. Harmony).
- Educators may take leave at any time, within the limits and specifications of this policy, by providing written notice to both the parent/guardian and the Approved Service according to the following notice periods:
  - Ten (10) business days' notice required for leave up to three weeks duration.
  - Twenty (20) business days' notice required for leave over three weeks duration.
  - None or limited notice may be given in the case of Emergency Leave.
- Alternative care or relief care with another Educator, whilst the primary Educator is on leave, may be offered to the family subject to availability. The parent/guardian may choose not to continue the care arrangement, with the primary Educator, with the provision of the required written notice period.
- Relief care is subject to the terms and conditions outlined in the Fee Schedule and Fee Policy.
- Consideration must be given to the length and/or frequency of Educator leave to minimise the disruption to children and their families.
- The Approved Service may discontinue the Educator and residence registration for leave over three continuous months duration, and/or when leave is frequently taken, as defined by and at the discretion of the Nominated Supervisor. Consideration will be given, but not limited, to maternity, illness and exceptional circumstance. For these reasons, Educator and/or residence registration may lapse or be suspended at the discretion of the Nominated Supervisor.
- In the event that leave is to be extended or return is delayed, for any reason, the Educator must inform both parents/guardians and the Approved Service as soon as possible.
- An Educator must obtain a medical clearance certificate, from an appropriately qualified medical practitioner, and provide it to the Approved Service when returning to work after surgery, illness, medical procedure or as requested for any other reason by staff of the Approved Service. The medical clearance certificate must state that the Educator is fit to perform the duties associated with child care and education, and the date from which the clearance is given.
- Educators must inform new clients, seeking to establish a care arrangement with the Educator, of any impending or planned leave periods before the client commences the care arrangement.

### **Emergency Leave**

Emergency leave is defined as that which occurs in the event of unforeseen, exceptional and/or emergency circumstances. The Approved Service works with the Educator and families to limit disruption as much as possible.

### **Extended Leave**

Upon returning from extended leave the following needs to be accommodated.

- The registered residence may require a risk assessment and/or the Educator may be required to attend training session/s, depending on the duration of leave and at the discretion of the Nominated Supervisor.
- The Educator must provide appropriate notice before resuming the operation of the Family Day Care business to accommodate performing the residence risk assessment and/or Educator training.
- Regulatory documentation will be requested and updated as necessary.
- Families, previously engaged at the service, will be notified of the Educators return.
- The Educator is to respect the decision of clients to terminate care whilst the Educator was/is on leave.

### Reference/Source

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

National Quality Standard for Early Childhood Education and Care and School Age Care. Quality Area 4 & 7.