

Acorn Child Care Centres Policies and Procedures



4.5 Staff Leave

Background

Acorn Child Care Centre aims to be a preferred employer. Our goal is for staff to enjoy their work and find employment at the centre fulfilling. Acorn staff are governed by the Children's Services and Educational Services Award.

Strategies and practices

Staff Sick Leave

Full time staff will be entitled to 10 days sick leave per year. Any untaken sick leave will accumulate.

- A doctor's certificate will be required for sick leave in the following situations:
 1. Where sick leave extends beyond two consecutive days.
 2. Where sick leave is taken on either a Monday or Friday
(be a whole or part of the day)
 3. Where sick leave is taken on either side of a public holiday.

Where a doctor's certificate does not accompany a staff member's timesheet, annual leave will be used to cover the absent day.

Staff Time off Without Pay Policy

A full time employee is contractually bound to work 38 hours per week, 52 weeks per year - except where approved annual leave, sick leave or long service leave is being taken. This means that leave without pay is not approved of, unless prior consent is given by the licensee. It should be understood that a fulltime employee accumulates leave on the basis of time elapsed. This means that leave is accumulating even when the employee is on leave. Taking time off without pay gives rise to accumulated leave in excess of entitlement.

Parental Leave

The centre is compliant with the National Employment Standards (NES) which provides in detail under Division 5 responsibilities for the employee and employer when a staff member needs to take parental leave. This document can be downloaded from the following link:

<http://www.fairwork.gov.au/leave/national-employment-standards/pages/default.aspx>

Pertinent extracts from the NES follow:

- s67 An employee must have completed 12 months of service.
- s70 An employee is entitled to 12 months of unpaid leave associated with the birth / adoption of a child.

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- s73 A pregnant employee may be required to take unpaid leave within 6 weeks before the birth. The employer may ask the employee to give the employer a medical certificate containing whether or not the employee is fit for work.
- s74 The employee must give the employer 10 weeks written notice of the intended start and end date of the leave and provide confirmation of these dates 4 weeks prior to the leave.

Paid Parental Leave Scheme

The Paid Parental leave Scheme is a Federal Government initiative commencing July 2011. Details of the scheme may be found at the following link:

http://www.centrelink.gov.au/internet/internet.nsf/individuals/ppl_working_parents.htm

The scheme offers the primary carer 18 weeks of government funded Parental Leave Pay at the rate of National Minimum Wage. This pay is physically paid by the employer with funds received from the government. To be eligible the employee must have worked 10 of the 13 months prior to the birth / adoption of their child and worked at least 330 hours in that 10-month period.

It is the responsibility of the employee to lodge their claim for Parental Leave Pay with the Family Assistance Office who will decide if an employee is eligible for the scheme. Centrelink will then contact the employer to make arrangements for the payments.

The scheme runs concurrently with Parental Leave as outlined in Policy 5.16. It should be noted that leave entitlements do not accrue during the 18 weeks of Paid Parental Leave.

Links to other policies

- Educator Professionalism and Ethics Policy
- Acorn Code of Ethics

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	122	Educators must be working directly with children to be included in ratios
	135	Early childhood teacher illness or absence
	168	Educators and care services must have policies and procedures
General transitions and saving provisions		
	7.1.1	Appropriate governance arrangements are in place to manage the service
	7.1.2	The induction of educators, co-ordinators and staff members is comprehensive
	7.1.3	Every effort is made to promote continuity of educators and co-ordinators at the service

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Sources

- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2011.
- Childrens Services and Educations Services Award

Further reading and useful websites

<http://www.fairwork.gov.au/leave/national-employment-standards/pages/default.aspx>

http://www.centrelink.gov.au/internet/internet.nsf/individuals/ppl_working_parents.htm

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