
Staff Leave - Procedures

These Procedures are in line with the Leave Policy and should be adhered to when requesting leave.

Procedures

Annual Leave

Annual Leave is accrued in accordance with the applicable Award the employee is employed under.

In most for MEYM staff Annual Leave will be taken during the Term breaks. If staff wish to take any additional leave staff will need to seek approval at least 1 month prior to the anticipated 1st day of leave.

A leave form must be completed and submitted to General Manager.

Any additional requests for leave outside the term breaks will be at the discretion of the General Manager and consideration will be given to the operations of the service prior to a decision being made.

Sick Leave and Carers Leave

The Award the employee is employed under provides provisions for sick leave and carers leave.

If an absence is expected to be more than one work day a medical certificate will need to be provided.

If a Co-educator is absent due to illness or to care for a direct family member they are required to

- Report the absence in person by telephone to the Nominated Supervisor of the service and advise the nature of the illness and the length of the absence. If the absence is more than one day a medical certificate must be provided. If the Nominated Supervisor is unavailable leave a short voice mail message. A text message may only be used if it is agreed to by the Nominated Supervisor.
- The Nominated Supervisor will then advise the Payroll Officer and the General Manager of any absence on the day of the employee is absent.
- Staff at services are responsible for arranging suitable backfill which may utilise existing MEYM casual staff or Agency Staff. Nominated Supervisors may arrange backfill on behalf of the staff member.
- As soon as practicable the staff member must complete a Leave Form and attach and medical certificate if appropriate.

If Nominated supervisor is absent due to illness or to care for a direct family member they are required to

- Arrange suitable backfill utilise existing MEYM Casual staff or Agency Staff.

Staff Leave - Procedures

- Telephone and speak with the General Manager to advise of the nature and length of the absence. If you are not able to speak directly to the General Manager leave a voice mail message or in extreme circumstances send an email.
- Provide advice in a follow up email to the Payroll Office with a cc to the General Manager.

Leave during Term breaks

There is not requirement for staff to provide leave forms for term breaks.