PREAMBLE
This policy sets out the action required when a staff member is away from work for any reason.

PRINCIPLES
In a Catholic school due concern is shown for the health and well-being of staff members. Equally, staff are aware of their obligation of service to students and support for fellow staff members and aim to minimise the number and effects of absences.

GUIDELINES
1. Since the absence of a regular teacher is inevitably disruptive for students, teaching staff will always ensure that adequate and suitable class work is set in advance and communicated clearly to the Daily Administration Team.

2. Teachers should have some relevant and adequate emergency material prepared in advance in each subject to cover times of unexpected sickness and left in a place accessible to the Daily Administration Team.

3. In the case of extended absence of a teaching staff member, the College attempts, in fairness to parents and students, to find a suitable emergency, relieving or replacement teacher, as the case requires.

4. Staff planning excursions should adhere to the Extended Learning Events Policy in adequate time to seek approval of the Leadership Team. Similarly, staff seeking leave for personal or professional development should complete the form Permission to attend/conduct a Professional Development Activity in sufficient time for approval by the Leadership Team.

5. All staff are expected to contact the Daily Administration Team in the event of an absence/illness. The Payroll Officer will then upload this information onto the CEVN website. Staff have the capacity to view their personal details and absence status on this site.

6. All professional staff are encouraged to attend at least one day's approved professional development each year. Generally, staff should not expect to attend more than two days professional development in a given year.

IMPLEMENTATION
1. In the case of absence through sickness or family leave, the Catholic Schools and Education Offices Award (1994) and subsequent amendments set out a number of basic requirements of teaching and support staff in terms of:
   - Leave with pay - Clause 16
   - Leave without pay - Clause 17
   - Parental Leave - Clause 18 and Appendix 1
   - Public Holidays - Clause 21

   It is each staff member's responsibility to know the terms and conditions of the Award. The terms and conditions for grounds and maintenance workers are set out in their contracts.

2. Teaching staff are to be in attendance from 8.15am to 3.30pm and are required to remain at school during teaching time, except when on approved school business. Times for support staff (School Officers) are notified in letters of appointment. Times for grounds and maintenance staff are advised annually by the Foreman.

3. Meetings. All staff are required to attend scheduled meetings. Any concerns re attendance are to be directed to the Assistant Principal (Organisation).

4. Workcover requirements oblige anyone leaving the property at lunchtime to note in the register at main Reception, the time of leaving and returning and with some indication of the purpose and destination.

5. Any form of foreseen leave must be applied for in writing and have the prior and formal approval of the Principal. Where Excursion Forms and Professional Development Forms have been presented to and accepted by the Leadership Team, this counts as formal and prior approval of the Principal.

6. In all cases of teaching staff absence, suitable, adequate and relevant work for classes must be prepared and left with the Daily Administration Team in accordance with the details as outlined in the Extras Policy. The absent teacher needs to check such work on return to duties.

7. All staff who find themselves ill or incapacitated or likely to be late in the morning of a school day must ring the DAT direct number 9468 3369 at the College by 7.30am. Teachers need to leave work details, via email or, at the DAT office for the classes for the day.

8. The Payroll Officer will be responsible for entering records of staff absence on CEVN for any other reason than excursions and approved professional development. Staff absent for sickness for more than two consecutive days need to provide a medical certificate to the Payroll Officer on return. Medical certificates are required after each absence after the tenth in a given year and for any absence before or after a public holiday.

9. Staff needing to leave for any part of a day must have the permission of the Principal or Assistant Principal (Organisation) as appropriate and record the fact in the register at main Reception as appropriate. Teaching staff must leave work for any class involved in the usual way.

Approved by College Board
3 March 1997, April 2007, June 2008