



ABSENT FROM DUTY (leave)

Please phone Luke Bristow or Vince Duff on the school mobile phone 0419131844 as early as possible and leave a message.

Leave applications may be completed online or in hard copy. Online is preferred. Applications are to be completed as soon as possible after returning from leave if they were not done before the leave was taken. Periods of leave in excess of a week should be applied for well in advance. Head Teachers and supervisors must be informed, and where possible, work should be provided for classes during your absence.

There are a variety of types of leave including, Family and Community Service (FACS), SICK, LWOP (Leave Without Pay), LSL (Long Service Leave). The Teachers Federation is a good source of accurate information about leave and other entitlements.

Your leave history and balances can be viewed through your staff portal on the DOE intranet.

There are a variety of reasons why a teacher may need to leave the school grounds for short periods of time. Leave forms are not normally needed to cover such absences though the teacher should fill in the teacher absence book in the front office to cover Work Health and Safety requirements e.g. as in an evacuation.