

4.04 EDUCATOR LEAVE

Purpose Statement

Windermere recognises that an educator will require leave on occasions. The needs of families for continuity of care arrangements; children's health, safety and wellbeing; educator health, safety and wellbeing and children's emotional need for a stable care environment are integral to an effective leave procedure.

Scope

This policy applies to educators, children and families.

Definitions

Leave: refers to sick leave, extended leave, holiday leave and carers leave in the case of an emergency or unexpected illness of an educator's family member.

Policy Statement

FAMILY DAY CARE EDUCATORS ARE LICENSED WITH WINDERMERE AS CONTRACTORS AND AS SUCH ARE NOT EMPLOYEES OF THE ORGANISATION AND DO NOT ATTRACT THE SAME LEAVE ENTITLEMENTS AS WINDERMERE EMPLOYEES. IT IS RECOGNISED THAT LEAVE FOR EDUCATORS IS EXTREMELY IMPORTANT IN ORDER TO SAFE GUARD THE HEALTH AND WELLBEING OF THE EDUCATOR AND HIS/HER FAMILY WHICH IN TURN SUPPORTS THE WELL BEING OF THE CHILDREN.

Procedures

Fees

1. Fees for care are not payable to an educator if the educator is unavailable to provide care with the exception of a public holidays that falls on the commencement or conclusion of an educator's booked leave. .
2. As part of your business practise, educators are to inform families of fees charged prior to taking leave.
3. Fees are not payable by parents for a child's absence from the entire session of care due to an educator being unavailable to provide care for any part of that care session.

Leave Entitlements

1. Educators are **not entitled** to any payment in respect of annual (holiday) leave, sick leave, extended leave (i.e. long service leave) or parental leave (i.e. carers leave) as per the conditions outlined in the Educator Agreement.

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Arranging Alternate Care for Children

1. Parents must be aware that alternate care will only be available where care vacancies exist or where an educator engages a relief educator and the parent consents to the arrangement.
2. If parents contact the office to request alternate care, the Coordination Unit will try its best to obtain alternate care within the service.
3. Educators must notify staff, of any alternate care arrangements including relief care made for children during their absence, as soon as the parent confirms the arrangements are satisfactory.

Educator Holidays

1. Educators must notify parents and the Coordination Unit by email or in writing, by submitting an Educator Leave form (attached) not less than two weeks before commencing holidays.

Educator or Household Member Illness & Emergency (Carer's) Leave

1. Educators must notify parents and the Coordination Unit by telephone, or email of their inability to provide care, and the expected duration of their absence, as soon as possible. Parents must be aware that notice may not be available in cases of sudden illness or other emergency.
2. At the discretion of the Nominated Supervisor, a medical certificate may be required before an educator resumes care, after illness leave, to ensure:
 - a. the educator's fitness to provide education and care; or
 - b. a household member is no longer infectious or contagious

Extended Leave

1. Educators may take extended leave of absence, as required.
2. Windermere will regard the educator as having terminated their registration after 6 months extended leave, unless an alternative agreement has been made.
3. All educators who are deregistered and wish to re-register, will be required to take part in the orientation process, at the discretion of the Coordination Unit.
4. Educators must notify parents of children in care and the Coordination Unit, in writing, as soon as possible of their intention to take extended leave. This notice must include the anticipated dates of commencing leave and returning to work.
5. Educators must also advise parents to contact the office as soon as possible, if they require alternate care for children during the educator's absence.
6. A medical certificate indicating the educator's suitability to return to work after extended leave must be provided to the Coordination Unit.
7. A medical certificate can be requested at any time by the Coordination Unit if they are of the opinion that an educator's health is compromising their ability to perform expected duties.



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Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011

Related Policies & Links

- Educator Agreement
- *Educator Leave Form* (attached)

I, Educator _____ (name)

Will be taking leave from Family Day Care.

From: _____ to: _____

I will be available to provide care from: _____

Please note:

- You will need to delete all attendances in Hubworks for the above period of leave and submit vacancies.
- Public holidays within your leave dates cannot be charged.
- If your leave starts or finishes on a public holiday, booked hours can be charged as an absent and CCS will apply.
- You must inform families prior to taking leave if charging for public holidays on your first or last day of leave.

I have informed my families I will be charging booked hours as an absent on my first or last day of leave due to a public holiday:

- Yes ☐
- No ☐
- N/a ☐

Please list families that may need relief care*:

*Office will make contact with families to arrange relief care

Please email this completed form to educatorsupport@windermere.org.au

Signed _____ Date: _____