

Early Childhood Education and Care Services

Educator Leave Form



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

I, Educator _____

1/ I will be taking leave from Family Day Care. Due to Covid

From: _____ (first day of leave) to _____

I will be available to provide care from _____

A/ Educator Positive Yes / No Date of Positive Test _____

B/ Educator household member Positive Yes / No Date of Positive Test _____

C/ Child in care has tested Positive Yes / No Date of Positive Test _____

For A, B or C above you **must** inform all families of children who attended care up to 48 hours prior to Positive results that they are a household contact. <https://www.coronavirus.vic.gov.au/checklist-contacts>

D/ I have symptoms and are testing for COVID* Yes / No

*Please inform office of test results

I have informed all families of children who attended care up to 48 hours prior to Positive Test. Yes / No

Child Name	Last day attended care

2/ I will be taking leave from Family Day Care (not related to Covid)

From: _____ (first day of leave) to _____

I will be available to provide care from _____

Please ensure you delete all attendances in Hubworks for the above period of leave unless your children are attending a relief educator and submit Vacancies.

*Families that may need relief care

Office will make contact with families to arrange relief care

Public holidays within your leave dates cannot be charged.

Leave commencing or concluding on a public holiday, booked hours can be charged as an absent and CCS will be paid. Educators 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		NA	
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Signed _____ Date: _____