



Leave

Version effective: 21/09/2020
Version: 1.2

Audience

This policy applies to all employees of the Department of Education (the department).

Purpose

This policy provides key principles for the management and use of leave by employees across the department.

Policy statement

The department is required to provide employees with paid and unpaid leave in accordance with legislative provisions and is committed to doing so in a way that supports employees to manage their work and personal commitments.

Principles

- Employees can apply to access both paid and unpaid leave in accordance with their applicable industrial instrument. Employees engaged on a part-time arrangement will have all applicable leave entitlements calculated on a pro-rata basis.
- Employees are encouraged to use their leave entitlements throughout their employment in order to maintain a healthy balance between work, recreation, family and other commitments.
- Requests to access both paid and unpaid planned leave will be considered in a timely, fair and reasonable manner.
- The department may take appropriate disciplinary action when an employee is absent from work, without approved leave, and without providing reasonable justification for the unexplained absence.
- Extended Special Leave may be granted in special circumstances; however, an application for extended special leave, for the purpose of departmental employees engaged under the [Teaching in State Education Award – State 2016](#) to undertake work in a non-state school, will not be granted.

Requirements

All employees

- Follow processes and requirements outlined in the [Employee leave procedure](#).
- Consider operational requirements of the work unit when applying for planned leave.
- Maintain open and honest communication with their manager, principal, supervisor or nominated contact point regarding planned and unplanned leave.



Additional requirements for managers, principals and supervisors

- Consider all leave requests in a timely manner and approve if the leave applied for is appropriate for the circumstances and that entitlement exists.
- Consider planned leave requests in a fair and equitable manner, taking into consideration operational requirements of the work unit.
- Consider human rights when making decisions about leave requests.
- Facilitate open, supportive and honest communications with employees regarding their planned and unplanned leave requests. Ensure requests for leave are only authorised by the appropriate delegated officer as outlined in the [HR Delegations Manual](#) (DoE employees only).
- Ensure employees are aware of the confidential professional counselling services available to all employees, through the department's Employee Assistance provider, as appropriate.

Definitions

Employee	Any person employed by the department in a permanent, temporary or casual capacity.
Industrial instrument	An instrument that has legal application with respect to minimum entitlements to those employees covered within its scope. This includes Awards, Certified Agreements and Directives.
Nominated contact point	The person or point (e.g. message bank) to be contacted in the event of an absence.
Pro-rata	Proportionate allocation of entitlement based on an employee's hours of work.

Legislation

- [Public Service Act 2008 \(Qld\)](#)
- [Industrial Relations Act 2016 \(Qld\)](#)
- [Industrial Relations Regulations 2018 \(Qld\)](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Teaching in State Education Award – State 2016](#)
- [General Employees \(Qld Government Departments\) and Other Employees Award – State 2015](#)
- [Queensland Public Service Officers and Other Employees Award – State 2015](#)
- [Department of Education State Schools Teachers' Certified Agreement 2019](#)
- [Department of Education Teacher Aides' Certified Agreement 2018](#)
- [Department of Education Certified Agreement 2019](#)
- [Paid Parental Leave Directive \(17/18\)](#)
- [Recreation Leave Directive \(04/17\)](#)
- [Long Service Leave Directive \(11/18\)](#)
- [Special Leave Directive \(05/17\)](#)



- [Leave without Salary Credited as Service Directive \(01/19\)](#)
- [Sick Leave Directive \(10/18\)](#)
- [Senior Officers – Employment Conditions Directive \(11/17\)](#)
- [Study and Examination Leave Directive \(09/18\)](#)
- [Court Attendance and Jury Service \(Directive 13/14\)](#)
- [Support for Employees Affected by Domestic and Family Violence \(Directive 04/15\)](#)

Delegations/Authorisations

- [HR Delegations Manual](#) (DoE employees only)

Related policies

- [Flexible work arrangements](#)
- [Supporting employees affected by domestic and family violence](#) (DoE employees only)

Related procedures

- [Employee Leave](#)
- [Cashing out annual/recreation leave](#)
- [Parental leave](#)
- [Purchased leave and deferred salary scheme](#)
- [Hours of work, accrued time off, time off in lieu and timesheet arrangements for non-school based public servants](#)

Guidelines

- Nil

Supporting information/websites

- [Changes to Payment of Higher Duties on Annual Leave Circular \(05/16\)](#)

Contact

For further information, please contact:

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Superseded versions

Previous seven years shown. Minor version updates not included.

1.0 Leave

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