



Department of
Education

Leave Management Policy

Effective date: 11 December 2018

Version: 3.1

Accurate at the time of printing 29/07/2021.

Table of contents

| | |
|---|---|
| 1. Policy statement | 3 |
| 2. Policy rules | 3 |
| 3. Responsibility for Implementation and Compliance | 3 |
| 4. Scope | 3 |
| 5. Supporting Procedures | 3 |
| 6. Definitions | 4 |
| 7. Related documents | 4 |
| 8. Contact information | 6 |
| 9. History of changes | 6 |
| 10. More information | 8 |
| Policy review date | 8 |
| Policy last updated | 8 |

1. Policy statement

The Department of Education manages leave in the context of Western Australian Government mandates, governing legislation, relevant industrial Awards and Agreements, operational requirements and the needs of employees.

2. Policy rules

All employees will manage their leave and reduce their leave liability in accordance with the Leave Management Procedures.

3. Responsibility for Implementation and Compliance

Principals and line managers are responsible for implementing the policy.

Line managers are responsible for compliance monitoring.

4. Scope

This policy applies to all employees.

5. Supporting Procedures

[Leave Management Procedures](#)

6. Definitions

Employee

A person employed under the School Education Act 1999 or the Public Sector Management Act 1994.

7. Related documents

Relevant legislation or authority

[Australian Workers' Union \(Western Australian Public Sector\) General Agreement 2019](#) (staff only)

[Cleaners and Caretakers \(Government\) Award 1975](#) (staff only)

[Country High School Hostels Award 1979](#) (staff only)

[Country High School Hostels Authority Residential College Supervisory Staff Award 2005](#) (staff only)

[Country High Schools Hostels Authority Administration Officers Agency Specific Agreement 2007](#) (staff only)

[Department of Education \(Residential College Supervisors\) CSA General Agreement 2017](#) (staff only)

[Department of Education \(School Support Officers\) CSA General Agreement 2019](#) (staff only)

[District Allowance \(Government Wages Employees\) General Agreement 2010](#) (staff only)

[Education Assistants' \(Government\) General Agreement 2019](#) (staff only)

[Education Department Ministerial Officers' Salaries Allowances and Conditions Award 1983](#) (staff only)

[Gardeners \(Government\) 1986 Award](#) (staff only)

Government Officers Salaries, Allowances and Conditions Award 1989 (staff only)

Government Schools (Agricultural Colleges and Schools) Residential Supervisors' Agreement 2009 (staff only)

Government Services (Miscellaneous) General Agreement 2019 (staff only)

Minimum Conditions of Employment Act 1993 (WA)

Miscellaneous Government Conditions and Allowances Award 1992 (staff only)

Public Sector Management Act 1994 (WA)

Public Sector CSA Agreement 2019 (staff only)

Public Service Award 1992 (staff only)

School Education Act 1999 (WA)

State Research Stations, Agricultural Schools and College Workers Award 1971 (staff only)

Teachers (Public Sector Primary and Secondary Education) Award 1993 (staff only)

Teachers' Aides' Award 1979 (staff only)

Technical Officer – Agricultural Instruction Staff Agreement 1997 (staff only)

The School Education Act Employees' (Teachers and Administrators) General Agreement 2019 (staff only)

Related Department policies

Employee Performance

Staff Induction

Equal Opportunity, Discrimination and Harassment

Other documents

[Manage staff absent without leave \(staff only\)](#)

[Cultural and Ceremonial Leave \(staff only\)](#)

[Grievance Framework](#)

[Retirement on the Grounds of Ill Health Guidelines](#)

[Part-time Work Guidelines](#)

[Family and Domestic Violence Leave Guidelines](#)

8. Contact information

Policy manager:

Director, Workforce Policy and Coordination

Policy contact officer:

Manager, Workforce Policy

T: (08) 9264 5081

Leave eligibility and processing inquiries:

Payroll Services Support

T: (08) 9264 8383

Award and Agreement inquiries:

Industrial Relations Support

T: (08) 9264 4921

E: Labourrelations.Queries@education.wa.edu.au

9. History of changes

| | |
|--|---|
| Effective date | 2 September 2010 |
| Last update date Policy version no. | 1.0 |
| Notes | Updated reference to School Education Act Employees' (Teachers and Administrators) General Agreement. |

| | |
|---------------------------|--|
| Effective date | 2 September 2010 |
| Last update date | 11 July 2010 |
| Policy version no. | 1.1 |
| Notes | Amendment to references to documents as per D13/0222254. |

| | |
|---------------------------|---|
| Effective date | 2 September 2010 |
| Last update date | 23 August 2013 |
| Policy version no. | 1.1 |
| Notes | Amendment to 4.2 guidelines as per D13/0354005. |

| | |
|--|--|
| Effective date | 12 May 2015 |
| Last update date Policy version no. | 2.0 |
| Notes | Major review. Policy endorsed by Corporate Executive 1 April 2015. |

| | |
|--|--|
| Effective date | 11 December 2018 |
| Last update date Policy version no. | 3.0 |
| Notes | Major review undertaken. Endorsed by Director General at Corporate Executive on 31 October 2018. |

Effective date 11 December 2018

Last update date 15 July 2020

Policy version no. 3.1

10. More information

Notes

Minor changes to broken links and updates to contact information D20/0355930

Supporting content

Procedure

[Leave Management Procedures](#)

Policy review date

11 December 2021

Policy last updated

15 July 2020
