STAFF ABSENCES AND MANAGEMENT OF SCHOOL PROGRAMS

Purpose
The purpose of this policy is to establish standards for the effective management of staff absence.
The school executive and teaching staff of St James School acknowledges that student well-being and the need for ongoing curriculum programs during staff absence is essential.

Rationale
There are many reasons for staff absence and they fall into the following two categories:
1. Staff absence that is expected and planned for include:
   Extra-curricular programs
   Professional Development
   Long Service Leave
   Leave without pay
2. Staff absence that is unexpected may include:
   Personal illness/emergency
   Bereavement
   Care of family members

Rationale:
Unexpected Absences: There are times when teaching staff need to suddenly come off class for short periods of time due to:
   ✧ Attendance at urgent meetings (e.g. mandatory reporting).
   ✧ Personal reasons (illness or emergency). A teacher may phone in on the morning of the absence due to; ✧ Personal / family illness ✧ Personal emergency.

Teachers are asked to advise of absences due to illness or pressing domestic as early as possible—preferably before 7am. Please contact the Assistant Principal Mrs Christine Jeffrey on 0431343761 or 66461002 in her absence please phone the Principal Ann Dawson on 0408949769

Upon return to school staff must complete a Leave Advice Form and provide a Doctor’s or Provider’s medical if the absence was for 2 days or more. This form must be collected from Ann Dawson. This is a staff responsibility to both collect and return this form for verification.

Planned absences such as specialist appointments should be communicated to the Principal in advance as soon as possible. These are not classed as sick days and must be taken as other leave (eg. Long Service Leave.)