

# Personal Leave:

**Personal leave combines sick leave, carer's leave and leave in special circumstances.**

Teachers are given an "accrual date" on the commencement of employment, for the purposes of accruing leave entitlements. This accrual date may be affected by breaks in continuous service, periods of temporary employment, periods of leave without pay which do not count for service or previous periods of employment with other recognised employers.

Full-time permanent and contract teachers accrue 18 days of paid personal leave for each year of service. Any portion of personal leave that is not used is accumulated and carries over to future years.

Teachers on long-term contracts accrue paid personal leave on a pro rata basis. Teachers on short-term contracts accrue 1 day of paid personal leave on the completion of each 10 days of service. Casual relief teachers do not accrue any leave entitlements.

**There are three main reasons for which personal leave is accessed:**

1. Personal illness.
2. To care for an immediate family member or member of your household who is ill.
3. In case of special unexpected events.

Currently, when sick, you can take a maximum of 7 days per year of personal leave without a medical certificate, with a maximum of 3 days in a row. Principals have the right to ask for a medical certificate at the time of notification of the absence [from a GP or other medical service provider recognised by a registered health fund] if they believe that the circumstances warrant it.

If you are taking personal leave to care for a family member you may be required to provide a medical certificate relating to the illness of the person that you are caring for. In addition to the 7 days personal leave available to you that don't require a medical certificate, there are also 4 days of leave in special circumstances which cover events which are unforeseen or extraordinary. This kind of leave, when granted, will be deducted from your personal leave balance and does not require a medical certificate. For instance, you are currently able to take personal leave in the case of vehicle breakdowns or if you have to appear at certain court hearings. These events are out of your control, but you cannot take personal leave to attend your own wedding as you have some control over the setting of the date. Members are encouraged to contact the Payroll Section of the Department of Education or the AEU office where doubt exists.

**Who decides if my reasons are appropriate?**

The delegation to approve personal leave currently lies with the school principal. It is wise to discuss with your principal any circumstances that you believe will require you to take personal leave, wherever possible. The AEU also advises members to consult with Shared Services as well. If you have any difficulties in accessing your personal leave you may contact a Schools Organiser in the AEU Office on 6272-7900.