

# Leave Without Pay

**Leave without pay is not an entitlement but teachers may apply for period of leave without pay for a range of reasons. Approval depends on a number of factors, including the operational requirements of the school and system.**

## Who can apply for Leave Without Pay?

All permanent employees are eligible to apply for leave without pay [LWOP]. However, it is generally not approved for teachers who've worked less than three continuous years. LWOP is granted on a case-by-case basis so each application is assessed on its merits. The AEU advises that you provide as much information as possible to assist the delegate in approving your application [ie whether the leave is in the interests of the Department; purpose of the leave, timing and period of leave, length of service, effect on the work unit, personal circumstances, if you have your manager's support].

## Who assesses an application for LWOP?

Applications need to be either approved or recommended by the principal/manager and submitted to Workforce Management well in advance of taking the leave. Principals may only approve LWOP if the period of leave requested is a complete school term, semester or year and if the applicant has a minimum of three years continuous service. These applications must include the stand-down period. If the application does not meet these requirements, principals need to recommend the application and forward it to Workforce Management for consideration. An application for a complete school year must include all stand-down periods and extend to the first working day following the Australia Day holiday in the following year.

## What are some of the reasons I can apply for LWOP?

- To accompany a domestic partner on a posting interstate or overseas.
- Engagement in employment in the interests of the ACT Public Service.
- Parental.
- Religious.
- Leave not provided for elsewhere.

A full list of reasons for LWOP can be found in the ACT DET Teaching Staff Union Collective Agreement 2007-2009, Appendix 2.

Go to [www.aeuact.asn.au/info-centre/working-conditions/index.html](http://www.aeuact.asn.au/info-centre/working-conditions/index.html)

## What is the maximum period of LWOP?

This all depends on the reason for LWOP but generally DET will not approve leave for periods longer than 12 months. Any requests for extension of LWOP are to be in writing and sent to Workforce Management for consideration on a case-by-case basis. As with initial applications for LWOP, justification for seeking an extension must be provided. LWOP taken for a period longer than 12 months means that the teacher becomes "unattached" from their nominal position.

## Can I work in another job whilst on LWOP?

If you intend to work whilst on LWOP you should indicate this in your application. If LWOP is approved you need to complete an Application for a Second Job form, available from your school or on Index.

Further information is available in the *LWOP Guidelines* on Index: [https://136.153.10.102/hr/wm\\_leave.htm#lwp](https://136.153.10.102/hr/wm_leave.htm#lwp)