



# Nature Alliance Family Day Care Service

## Educator Leave



### **POLICY IN THIS SECTION AS REQUIRED BY:**

Education and Care Services National Law (WA) Act 2012:  
Education and Care Services National Regulations, 2012 – ‘Regulations’:169 2(b)  
National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Standard 4.2; 5.1; 7.1. Element 7.1.2;

### **PURPOSE:**

Educators have circumstances that occur which requires extended periods of leave to be taken. This may include, but not limited to, maternity leave, extended sick leave, leave to care for a family member, personal emergency or to travel. When these circumstances arise, the service may reinstate the Educator’s membership at the end of the leave period, provided it does not exceed six months. Reinstatement of membership will depend on any restrictions that may have been placed on the service or the Educator, and previous professional conduct of the Educator.

### **SCOPE:**

This policy applies to Family Day Care Educators.

### **PRINCIPAL:**

Nature Alliance FDC respects the right that Family Day Care Educators have the option to take annual leave or leave for a period of up to six months without the need to go through the induction process on return unless there are identified changes to the operation of the service. If there is a restriction to the number of Educators imposed on the service by the State Regulatory Authority or the Federal Department of Education, then this will give the service due case to refuse return until such time a position becomes available. The Educator must remain a financial member of the service at this time but will be reimbursed if a position is not available to them at the time of requested return.

### **POLICY:**

Family Day Care Educators will have the right to take annual leave or leave up to six months from the service when circumstances require them to do so. This leave is to be for personal reasons and not to work in any capacity for another Family Day Care organisation. Whilst Nature Alliance continues to provide current information by the way of newsletters, emails, and invitations to regional meetings during this time, this will not guarantee renewal of membership at the end of leave period. The Educator must remain a financial member during this period but would be reimbursed if a position was not available to return.

### **PROCEDURE:**

Prior to taking leave the Educator must notify Nature Alliance Family Day Care Service in writing of the reason for the leave and the intended period.

As from 1<sup>st</sup> September 2024, Nature Alliance FDC is required under the law to notify CCS when an Educator is no longer engaged by their service or provided care for a period of 3 months.

This information must be submitted within 42 days after the Educator ceases to be engaged or registered with the service OR within 7 days after the end of the 3-month period after the educator last provided care on behalf of the provider (whichever comes first).

**Leave up to 4 weeks:**

Educators taking leave up to four weeks will enter the details onto Harmony, this will be approved electronically, added to Educator’s notes in FDSee, placed on the NAFDC electronic calendar and no Educator leave form will be required. If Educators are travelling overseas, a copy of their itinerary will need to be forwarded to the service. This will enable the service to verify when the Educator is out of the country should the Department of Education, query care taking place on the same day that an Educator leaves.

**Leave over 4 weeks and up to 12 weeks:**

Educators will enter the details on Harmony and this will be approved electronically, added to Educator’s notes in FDSee, and placed on the NAFDC electronic calendar. In addition, an Educator leave form (Form NA-FRM-0015) will be completed and forward to the service along with any overseas travel itineraries, where applicable.

**Leave over 12 Weeks and up to 6 months:**

If the Educator has not provided care within the last 12 weeks the Educator will be removed from the CCS system but may remain a member of the service.

An Educator leave form must be completed and forward to the service along with any overseas travel itineraries, where applicable. Details of Educators’ will be added to Educator’s notes in FDSee and placed on the NAFDC electronic calendar.

The Educator will:

- forward Cancellation of Care forms to Nature Alliance for all children that are registered with the Educator prior to ceasing operation.
- Download any Quarterly Statements (as required) for taxation purposes in Harmony within 14 days from ceasing operation.
- Take copies of any programming information in Harmony (if using Harmony for Programming).
- Cancel or suspend Public Liability Insurance

The Service will visit the Educator to collect:

- Medication Forms
- Incident, Injury, Trauma and Illness Forms
- Nature Alliance Family Day Care Service Policy Manual
- Record of Visitors forms

At the completion of the leave, and prior to the Educator recommencing, Nature Alliance FDC will ensure that all fit and proper requirements are met and that the premises/venue is compliant. The service will then register the Educator in the CCS System and in FDSee.

If families resume care after this leave period is completed, a new enrolment will need to be completed for each child. The Educator will forward the enrolment details so links to reenroll can be issued to parents.

If the Educator is not returning after the six-month period, the Nature Alliance Registration documents and copies of child observations and the programs will be collected.

**Supporting documentation:**

NA-FRM-0015 Educator Leave or Service Closure

NA-FRM-0016 Cancellation of Care Form

NA-FRM-0028 Annual Venue Assessment/ FDSee Venue Assessment

NA-POL-0022 Fit & Proper Assessment of Family Day Care Educators, Assistants and Family members

NA-WI-0020 Educator Holiday Leave

NA-WI-0016 Educator returning after extended leave.