



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’:127; 136(3), 169 2(b)
National Quality Standards for Early Childhood Education and Care and School Age Care
(2010) Standard 4.2; 5.1; 5.2; 7.1.Element 7.1.2; 7.1.3; 7.1.5.

PURPOSE:

Educators have circumstances that occur which requires extended periods of leave to be taken. This may be maternity leave, leave to care for a family member or to travel. When these circumstances arise, it is in the best interest of all parties to allow membership to continue, but with limitations on the length of time they can be absent.

SCOPE:

This policy applies to Family Day Care Educators.

PRINCIPAL:

The approved provider has a responsibility to ensure that Family Day Care Educators have the option to take annual leave or leave for a period of up to six months without jeopardizing their membership with Nature Alliance Family Day Care Service.

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.

The Family Day Care Educator must be and remain a financial member of the service during this time. This leave is to be for personal reasons and not to work for in any capacity for another Family Day Care organization.

Nature Alliance will continue to provide current information by the way of newsletters, emails and invitations to regional meetings during this time.

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. (Form NA-FRM-0015)

Leave of 4 months up to 6 months:

The Service will visit the Educator to collect:

- Enrolment Forms
- Medication Forms
- Incident, Injury, Trauma and Illness Forms
- Copies of programs
- Evidence of receipting if the Educator is not recording this on the Attendance Records.
- Nature Alliance Family Day Care Service Policy Manual
- Nature Alliance Family Day Care Service Forms Folder

At the completion of the leave, and prior to the Educator recommencing, the service will review the 'fit and proper person section' to ensure all requirements are valid and a venue assessment will be carried out by the service.

If families resume care after this leave period is completed, a new enrolment form will need to be completed for each child.

Leave up to four months:

If Educators are travelling overseas, a copy of their itinerary will need to accompany the leave form. This will enable the service to verify when the Educator is out of the country should the Department of Education & Training query care taking place on the same day that an Educator leaves.

Supporting documentation:

NA-FRM-0015 Educator Leave or Service Closure

NA-FRM-0028 Annual Assessment