



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, the service may reinstate the educator’s membership at the end of the leave period provided it does not exceed six months. This will depend on any compliance restriction that may have been placed on the service or the educator, and the 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 cause to refuse return until such time a position becomes available.

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 for in any capacity for another Family Day Care organization.

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.

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 6 weeks up to 6 months:

The Educator will:

- forwarded End of Contract forms to Nature Alliance for all children that are registered with the Educator prior to ceasing operation.
- Finalise accounts in Harmony within 14 days from ceasing operation.
- Cancel or suspend Public Liability Insurance

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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 6 weeks:

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-0016 Cancellation of Care Form
NA-FRM-0028 Annual Assessment