



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, be 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.

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.

Leave up to 4 weeks:

Educators taking leave up to four weeks will enter the details onto Harmony, this will be approved electronically, and no 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, Skills and Employment query care taking place on the same day that an Educator leaves.

Leave over 4 weeks and up to 14 weeks:

Educators will enter the details on Harmony and this will be approved electronically. 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 14 Weeks and up to 6 months:

An Educator leave form will be completed and forward to the service along with any overseas travel itineraries, where applicable. Educators' details will temporarily be removed from Harmony.

The Educator will also:-

- forward 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

The Service will visit the Educator to collect:

- Enrolment Forms
- Medication Forms
- Incident, Injury, Trauma and Illness Forms
- Copies of Programs
- Nature Alliance Family Day Care Service Policy Manual

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.

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