

## 8.4 EDUCATOR LEAVE

### Policy:

Mackay Family Day Care Scheme endeavours to allow educators opportunities for sufficient rest and recreation and enable them to balance work and family commitments.

### Procedures:

#### Planned Leave

1. Educators must provide co-ordination unit staff and parents/guardians with at least 2 weeks' notice of planned leave.
2. If an educator is on leave, she/he cannot accept any children into care.
3. Parents will not be charged, and no absence will be recorded for the period of leave taken by educators.
4. If parents require alternate care whilst their educator is on leave, Policy 10.2, "Alternate Care" must be adhered to.
5. If an educator takes more than 2 weeks' leave for medical reasons, they must provide the co-ordination unit with a medical clearance prior to returning to work.

#### Time Off at Short Notice

1. Educators must notify parents/guardians and co-ordination unit staff of the need for time off, providing as much notice as possible.

#### Maternity Leave

1. The educator must provide a written letter to the scheme manager at least 6 weeks prior to their due date stating the intended period of maternity leave, detailing the last date of care to be provided for families and the approximate date of return from parental leave.
2. If the educator intends to work past 36 weeks gestation, they must provide a medical certificate stating they are fit to continue working.
3. Educator registration with the scheme will be suspended during this period.
4. The educator must provide written information to all families in care regarding their last day of care and proposed return date.
5. If parents require alternate care whilst their educator is on leave, Policy 10.2, "Alternate Care" must be adhered to.
6. At least two weeks prior to returning to work, the co-ordination unit must complete a House Risk Assessment to ensure the family day care environment is safe, prior to reinstating educator registration.

Date Implemented	Review Date	Date Reviewed	Date Updated	Source
2015 October	2017 April 2019 April 2020 January 2021 October 2022 January 2023 July 2025 January	2022 March 2023 July	2017 October 2018 August 2020 April 2020 July	<ul style="list-style-type: none"> <li>• Family Day Care Educator Recruitment and Induction Package. FDCAQ</li> <li>• National Quality Standard for Early Childhood Education and Care and School Age Care, 2009</li> <li>• Education and Care Services National Regulations 2011.</li> </ul>