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## Cranbourne West Primary School No. 5189

# **FAMILY FRIENDLY PROCEDURAL GUIDELINES**

### **RATIONALE:**

The intention of Family Friendly Guidelines is to address the impact of staff requiring minimal absence from the workplace to attend a family matter.

### **GENERAL STATEMENT:**

Family Friendly procedures allow for staff absence to occur outside the normal leave guidelines and policy which includes splits and the in-house agreement that there will be a maximum of thirty four students per grade.

Internally covered Family Friendly procedures will not incur loss of personal leave credits nor will it incur loss of salary.

Absence due to Family Friendly procedures is always less than a full day's employment.

### **IMPLEMENTATION GUIDELINES:**

- Area Leaders are responsible for ensuring that Family Friendly absences are agreed to prior to the event [except in emergency situations]
- Area Leaders are also responsible for ensuring all teachers in their Area are aware of the impending absence [except in emergency situations]
- Area Leaders must have a clear understanding of the time frame involved in the absence.
- Area Leaders are to advise the CRT Co-ordinator of the absence for communication purposes.
- The absence will be recorded on the Staffroom whiteboard.
- It is the responsibility of the staff member to organise coverage of yard duty etc.
- The staff member must complete details in the Staff Movement Book at the main office on leaving [and returning to] the school
- Classroom based and resource management ES staff will request Family Friendly leave via the Area Leader and then the Special Needs co-ordinator to ensure duty of care is maintained
- Office based ES staff will request Family Friendly leave via the Business Manager
- The Business Manager, the SRP Consultant, the Community Liaison Officer, the Maintenance Manager and the Facilities Manager will request Family Friendly leave via the Principal.

### **EVALUATION:**

These guidelines will be reviewed as required.