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.