

5.26	GIFTED LEAVE
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Applies to: All Staff
Specific responsibility: HECIS Co-Ordinator

Version: 1
Date approved: 24.5.16
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

Until further notice Gifted Leave has been suspended, and will be reviewed by the Management Committee for reactivation in the future.

POLICY STATEMENT

The **HECIS Co-Ordinator** or **Office Manager** is delegated to be a supervisor of staff for this policy.

HECIS is a partially government funded service with a limited budget. To compete in an employment market against larger Not-For-Profit and other corporate disability organisations with more favourable salary packages, a policy of gifted paid leave is available for all permanent fulltime and part-time staff.

The purpose of this policy is to ensure that:

- All supervisors and staff have an understanding of the procedures for gifted leave during the mid-year NSW school holiday period
- All staff are treated consistently
- Gifted Leave for staff does not expose the service to staff shortages.

HECIS staff are offered **two weeks per annum** for full time staff (and pro rata equivalent hours for part time staff) to be taken during the mid-term NSW school holiday period (April, July, and Sept/Oct school holidays).

Gifted leave is non-accruable and staff will need to nominate their preferred NSW school holiday period to take the gifted leave.

Gifted leave will be allocated on a roster basis by the supervisor to ensure the service delivery is not negatively impacted.

PROCEDURES

- **Staff:**
 - will need to email the Office Manager with their preferred period of the NSW School holiday to take gifted leave, providing any supporting reasons (ie. based on NDIS supports timetable etc. or personal reasons for leave) .
 - will need to refer to their current caseload to ensure that supports for NDIS and other HECIS programs can be managed around the taking of gifted leave.
- **HECIS CoOrdinator/Office Manager:**
 - to prepare a roster for gifted leave prior to each NSW School holiday period to ensure that HECIS service delivery is not negatively impacted.
 - Inform the staff of the gifted leave roster at least 4 weeks prior to NSW School holidays to ensure they have sufficient notice to manage their caseloads.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Annual leave/long service leave application form

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	14.8.17	HECIS Co-Ordinator	Aug 2018
2	3.9.18	HECIS Co-Ordinator	Aug 2019
3	20.8.19	HECIS CoOrdinator	Aug 2020
4	15.9.20	HECIS CoOrdinator	Aug 2021

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