



YMCA WA SPECIAL LEAVE PROCEDURE

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DOCUMENT CONTROL

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1.0 PURPOSE

Educators may have circumstances that occur where extended periods of leave are required. When these circumstances arise, it is in the best interest of all parties to allow membership to continue, but with limitations on the length of time they can be absent.

This may include but is not limited to leave for maternity leave, leave to care for a family member, for study or to travel.

2.0 SCOPE

This policy applies to YMCA WA Family Day Care Educators.

3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Regulations, 2012
National Quality Standards

5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
SD-FDC-03-08-PROD	Assessment and Re-approval of Service Membership Procedure
SD-FDC-03-04-PROD	Fit and Proper Procedure

6.0 POLICY

The YMCA WA Family Day Care Service has a responsibility to ensure that Educators have the option to take a period of leave up to six months or as negotiated without jeopardising their membership.

Educators will have the right to take leave for up to six months or for a period negotiated with the service. The Educator must be and remain a financial member of the service during this time. This leave is to be for personal reasons and not to seek work for or in any capacity at another Family Day Care service.

YMCA WA will continue to provide current information to the educator.

7.0 STEPS

1. Prior to taking leave the Educator must notify YMCA WA in writing of the reason for the leave and the intended period.
2. Maternity leave will require, educators to provide a medical certificate to the service if they choose to remain working 6 weeks prior to their due date.
3. The Service will advise the educator of the requirements to be completed prior to the commencement of leave. This will include the surrender of the Membership certificate and the requirements for regulation 178 and 179.
4. At the completion of the special leave, and prior to the Educator recommencing, the service will conduct a fit and proper assessment along with a residence venue assessment to ensure all requirements are valid.
5. If special leave was taken for illness a medical certificate will be required before re-commencing
6. A new certificate of membership will be issued once all requirements are valid.

8.0 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

9.0 DEFINITION OF TERMS

Term	Definition