

3.3 (e) Holidays and Absences Policy

Policy number: 3.3 (e)
Date last reviewed: March 2023
Reviewed by: Child Care Team

This policy relates to	
Human Services Quality Framework	
National Quality Standards Early Childhood Education & Care	7.1.2, 7.2.1, 7.2.3

Purpose

Educators’ conditions and responsibilities are clearly stated to ensure new and existing educators are fully aware of their responsibilities

Policy

Holidays

Educators are encouraged to have four weeks holidays each year, and to advise parents and the service in advance. The holiday advice form may be used for this purpose.

Maternity Leave

It is recommended that educators absent themselves from providing care at least two weeks prior to and four weeks after their expected delivery date. A medical certificate is required prior to recommencing.

Educators wanting to work closer to their due date or return prior to 4 weeks after their baby is born are required to provide a doctor’s letter clearly stating they are fit and able to continue to care for children and the letter must include dates.

Sickness

If an educator or a member of their household is sick and care is not able to be provided, the educator should contact the service and parents of children affected and advise those who require an alternative educator to contact the service. For periods of prolonged illness or injury, a medical certificate is required before commencement.

Educator’s should not work when they are unwell or have a family member that is unwell if there is any risk of spreading the illness to others. Clearance letters may be requested by the service as a part of risk management.

Associated Beucare Policies and Documents

Relevant Legislation

National Law

National Regulations

National Quality Standard

<https://www.education.gov.au/child-care-provider-handbook-0>