



Foundation Office

*For the Whole of Their Life*

# St Philip's Christian College

## Personal Leave Sharing Scheme Guidelines

August 2022

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## Document Information

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## Introduction

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The St Philip's Christian Education Foundation (SPCEF) - Personal Leave Sharing Scheme is a voluntary program, designed as a way for permanent employees (full-time and part-time) to practically get involved in helping their colleagues through a difficult health event. Members of the scheme, contribute a nominal amount of their own Personal Leave entitlement annually into a shared pool. This pool of leave can then be accessed and drawn upon by colleagues (Permanent employees only) who are able to demonstrate genuine need and who have no available leave balances that they can access.

Galatians 6:2 encourages us to *'Carry each other's burdens, and in this way, you will fulfil the law of Christ.'* Caring for one another is founded on the life-altering, love relationship that we have in Christ. A personal leave sharing scheme is one way that our people can choose to demonstrate His love and care for each other in our school community. It is consistent with our core values of putting Christ First, Serving One Another and Building Community.

## Membership to the scheme

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### Applying to become a member

Both initial and ongoing membership to the scheme is voluntary. Applications for membership can be made via the Personal Leave Sharing Scheme (PLSS) Application Form available from MyPay. Members may withdraw their membership to the scheme at any time via the PLSS Withdrawal Form.

Applications for membership can be made at any time of the year, but the annual contribution occurs for all staff during the first pay period in October, regardless of when the member joined.

New employees on probation must wait until their probationary period is successfully completed before they can apply for membership.

Members must be over 18 years of age to contribute.



## Contributions

Contributions to the scheme are based on the 'employment type' of the employee. Contributions are set and cannot be altered, as per the table below:

Employment Type	Contribution	Minimum personal leave balance required to contribute
Permanent Full-time employees	4 hours per year	76 hours
Permanent Part-time employees	2 hours per year	38 hours
Temporary employees	Ineligible to join	NA
Casual employees	Ineligible to join	NA

For a member to contribute to the scheme, they must maintain a minimum balance in their own personal leave accruals. The above table outlines those minimum hours. At the time of contribution, payroll will check to ensure that minimum balances are met before applying the annual deduction. If the deduction itself will result in accruals going below the minimum, then the contribution will not go ahead for that year. To ensure the scheme continues to be a low administrative activity, contributions cannot be delayed for a later time.

Contributions are made into a single pool of available leave across the whole organisation. Donors are **unable** to specify who will benefit directly from their donated leave. Rather, beneficiaries of the scheme are encouraged to apply for access to the pool via the established application process. See 'Accessing the scheme' below. Every effort will be made to protect the privacy and confidentiality of beneficiaries and applicants to the scheme. Consequently, unless beneficiaries chose to disclose, it is unlikely that donors would ever know who benefited directly from the contributions of everyone in the scheme.

However, in order for senior executives to evaluate the effectiveness of the scheme and to report back to members on its success or otherwise, generalised and deidentified information about the scheme will be made available on an annual basis. Reporting will reveal the following:

- The number of members in the scheme.
- The number of beneficiaries who accessed the scheme in the previous 12-month period.
- The balance of the leave pool, incl starting balances, final balances, and growth of the scheme over the period.

- The average leave periods applied for and/or approved.
- The reason (based on generalised categories) the leave was accessed.
- Demographics of donors and beneficiaries.

## Accessing the pool of leave

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The scheme is intended to support employees in cases of significant illness, or unforeseen circumstances. It is not intended to support sporadic Personal Leave days and may only be drawn upon if the applicant has exhausted all other leave balances, including personal leave, annual leave and long service leave, if applicable.

Potential beneficiaries of the donated leave should apply to the Personal Leave Sharing Scheme (PLSS) Committee to access the pool of donated leave. Application forms are available on MyPay.

The maximum period of leave that any one person can apply for in a single 12-month period is 76 hours, regardless of their employment status.

In order to apply, an applicant must meet the following criteria:

- Be a current employee of St Philip's Christian College (SPCC).
- Have no leave balances available to them at the time of the application (personal, annual and long service leave, if applicable).
- Be applying to access the pool for any of the following reasons:
  - Personal medical emergency for self
  - Personal and critical health reason for self
  - Medical emergency for someone in their immediate care (as per the definition of 'person concerned' in the Multi-Enterprise Agreements (Teachers and SAO) 2021, clause 27. Carer's Leave)
  - Critical health reason for someone in their immediate care (as per the definition of 'person concerned' in the Multi-Enterprise Agreements (Teachers and SAO) 2021, clause 27. Carer's Leave)
  - Accident or unforeseen emergency circumstance.

- Approved beneficiaries only receive the benefit of paid leave, they do not accrue leave while accessing the pool. However, since personal leave is counted as Ordinary Time Earnings (OTE), it is treated as salary and wages for superannuation guarantee purposes.

Applications are screened by the Director of People and Culture and passed to the PLSS committee who will organise to meet within ten (10) business days to make a recommendation to the St Philip's Christian Education Foundation Ltd, Chief Executive Officer (CEO) and the Director of People and Culture (the Director), who will make a final determination. The applicant will be advised within fifteen (15) business days regarding their application for additional leave from the PLSS pool.

## Personal Leave Sharing Scheme Committee

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### Role of the committee

The purpose of the PLSS Committee will be to review any applications received to access the pool and make a recommendation to the CEO. The CEO will make a final determination, in consultation with the Director of People and Culture. The PLSS committee will comprise the following:

- 1 x member of SPELT (St Philip's Executive Leadership Team)
- 3 x St Philip's employees (at least one of whom should be a member of the scheme)
- 1 x HR representative (could be payroll, school-based HR or Foundation-based HR)
- 1 x member of school-based Executive Leadership Team

Committee members will be sought in preparation for the launch of the scheme in September 2022 and will fulfill their duties on the committee for 12 months. At the end of the 12-month period they will have the opportunity to serve for a further 12-month period or resign their position from the committee. The maximum term that a committee member can serve is 24-months.

The Director will ensure the committee is fully resourced and will manage the process of canvassing and selecting members. The Director will also ensure that committee members are onboarded and adequately trained to fulfill their obligations and to ensure the scheme operates effectively.

## Responsibilities

Committee members have the following broad responsibilities:

- Assess applications legally, objectively and with compassion.
- Declare any conflicts of interest.
- Protect the privacy and confidentiality of both members of the scheme and applicants.
- Conduct reviews of the scheme to assess effectiveness and make improvement recommendations to the Director and the CEO.
- Maintain documents and records in accordance with SPCC's privacy policy.
- Report annually, and as required.
- Ensure compliance with relevant workplace legislation and regulations.

The Director will provide a guide to assist the committee as they assess applications to access the scheme. The guide will provide a framework for assessment that ensures a legal and appropriate focus in the decision-making process.

## Complaints and Disputes

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A best practice approach to complaints or disputes with the PLSS includes provision of a simple, fair, confidential, and transparent resolution procedure. SPCEF Ltd is committed to taking any complaints or disputes seriously and to addressing those issues quickly and effectively.

Complaints or disputes can come from different sources, including but not limited to:

- Members
- Applicants to access the scheme
- Committee members
- Employees
- Union delegates/representatives

Employee complainants will be required to complete the Complaints and Disputes form, located in MyPay and email the form to The Director of People and Culture in Foundation Office.



External agencies should email details of their complaint to The Director via [foundation.peopleculture@spcc.nsw.edu.au](mailto:foundation.peopleculture@spcc.nsw.edu.au).

In consultation with the CEO, the Director will investigate and acknowledge any complaints within 5 business days and will commit to the following:

- Opening and maintaining regular communication with a complainant while the complaint is active.
- Adopting the following timeframes for decisions, wherever practically possible:

Complaint or Dispute	Examples	Agreed timeframes for a decision
Membership disputes	<ul style="list-style-type: none"> <li>• Membership eligibility</li> <li>• Donation reversals</li> </ul>	10 business days
Donation disputes	<ul style="list-style-type: none"> <li>• Donation amounts</li> <li>• Pool balance</li> </ul>	10 business days
Beneficiary disputes	<ul style="list-style-type: none"> <li>• Declined applications</li> <li>• Conflicts of Interest</li> </ul>	15 business days
Privacy or confidentiality	<ul style="list-style-type: none"> <li>• Privacy breaches</li> <li>• Handling of personal information</li> </ul>	20 business days
All other disputes	<ul style="list-style-type: none"> <li>• Process issues</li> <li>• Timeliness</li> </ul>	10 business days

- Working towards a resolution based in consultation and negotiation with relevant parties.
- Notifying complainants in writing of the outcome of a complaint or dispute.
- Reporting annually on the frequency, nature and outcome of disputes.

While a negotiated outcome is preferred, the CEO reserves the right to make a final determination to expediate a timely resolution, if a dispute becomes protracted.

### Discontinuation

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The CEO reserves the right to discontinue the personal leave sharing scheme at any time. In such an event, members and current beneficiaries will be notified within 14 days' of the end date of the scheme. Any leave approved and offered to a beneficiary will be honoured and any unused balances in the leave pool may be distributed to current members at the CEO's discretion and in a manner that the CEO will determine at that time.