

Lutheran Education Australia

SICK LEAVE EMERGENCY FUND

- a) **Name**
The name of the Fund shall be Sick Leave Emergency Fund (SLEF).
- b) **Objects**
The objects of the Fund shall be to reimburse Lutheran school authorities with costs of relief for teachers taking entitled Sick Leave in excess of 15 days of legally entitled Sick Leave in any one school year. It thus assists schools in offering national portability of entitlement for staff in Lutheran schools.
- c) **Finance**
The Fund shall be financed by an annual levy on all students attending Lutheran schools who have membership of the Fund. The levy will be determined by the Board for Lutheran Education Australia (BLEA).
- d) **Administration**
The Fund shall be administered and managed by the BLEA in accordance with the provisions of the Fund.
- e) **Membership**
- 1) All Lutheran primary schools in Australia are strongly encouraged to contribute to the BLEA SLEF.
 - 2) All other schools are invited to join the Fund subject to the conditions outlined under section (f).
- f) **Emergency Fund Administration**
- 1) Each school is responsible for meeting the first 15 days of legal entitlement of sick leave taken by a teacher in any one year. Claims can be made on the Fund for legally entitled sick leave in excess of 15 days for any one school year.
 - 2) Schools wishing to claim on the Fund should complete the Sick Leave Emergency Fund Claim Form and forward to this office by 28th February in the following year to authorise payment by the Fund. For absences for three days or longer, medical certificates are required.
 - 3) It is the responsibility of schools to maintain accurate records for sick leave for all teachers.
 - 4) The BLEA shall be responsible for determining the annual Emergency Fund per pupil levy and managing the SLEF to which Lutheran schools contribute.
 - 5) Payment of claims shall be at a daily rate determined by the BLEA when the levy is set for each year. A 20% loading on the daily rate will apply for claims relating to sick leave claims for principals.
 - 6) Payment to schools shall be either the actual teacher reimbursement costs for sick leave taken or the daily rate, whichever is less.
 - 7) It is expected that if at a later date a school is reimbursed for a staff member's sick leave through alternative means, such as Workers Compensation, payment for the claim made on this Fund will be reimbursed appropriately.
 - 8) If it is a part-time teacher please state FTE
 - 9) Schools wishing to join the Fund:
 - a) Existing schools presently not in the Fund may join the Fund subject to the following conditions:
 - payment of a full year's levy, and,
 - confirmation that the school will maintain its membership in the fund for five years commencing from the year it joined
 - b) New schools may join the Fund by a full year's levies