# Fact Sheet - Special leave conditions and entitlements for employees in an EQI affiliated Queensland Recognised School

The Department of Education (department) allow eligible employees to work in a Queensland Recognised School (QRS) affiliated with Education Queensland International (EQI) by providing special leave (without pay) conditions and entitlements. This document outlines the special leave (without pay) conditions and entitlements for teachers and other employees undertaking employment in a QRS.

## Application

Teachers and other employees permanently employed by the department under the *Teaching in State Education Award – State 2016,* with the exception of education officers (special duties). Teachers and other employees must have been granted unpaid special leave by the Director-General (or delegate) to undertake teaching or other employment in a QRS affiliated with EQI.

### Definitions

#### Queensland Recognised School (QRS)

EQI offers curriculum licensing programs for offshore schools to deliver the Queensland/Australian curriculum to students living outside of Australia. These offshore schools are defined as a Queensland Recognised School (QRS), as defined under Schedule 1 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014.* Under the act, a recognised school is an entity that:

* provides education instruction to students;
* does not operate in Australia;
* the governing body of which, has an agreement with the State under which the governing body is authorised to implement for students, the authority’s syllabuses for senior subjects.

Becoming a QRS allows eligible Year 12 students to receive the Queensland Certificate of Education (QCE) and an Australian Tertiary Admissions Rank (ATAR) score.

#### Special Leave

Special leave (without pay) for exceptional circumstances, such as teaching in a QRS, can be approved by the Regional Director or Deputy Director-General on behalf of the Director-General for a period of up to 5 years.

#### Partnership

The department engages in offshore commercial activity with a number of overseas partners. The projects are varied however, in many projects, the recruitment of Queensland staff is integral to the quality of the project. The department will not be the employer of these staff, as staff will be contracted to the offshore partner. However, it is important that permanent staff who participate in these programs, are provided with adequate support and appropriate entitlements to encourage their participation.

## Broad overview

#### Principles

The Chief Executive has authority to determine the conditions of approval for leave in exceptional circumstances, such as working in a QRS affiliated with EQI, and the entitlements for that leave and to determine the period of leave for up to 5 years.

Teachers and other employees who have their unpaid special leave application approved by the Director-General or delegate to undertake a position with an EQI affiliated QRS will have their offshore service counted as continuity of service.

Delegations relating to special leave (without pay) can be found on [OnePortal](https://oneportal.deta.qld.gov.au/Services/HumanResources/Pages/Delegations.aspx).

### Background

The department’s offshore projects facilitated by EQI provide participating teachers and other employees with an opportunity to obtain experience overseas, which is of value both to the employee and to those Queensland schools and work units to which the employees return.

Permanent employees undertaking a position in an EQI affiliated QRS school must either resign from, or take special leave (without pay) from the department for up to 5 years to allow for employment by EQI’s offshore partners.

## Conditions and entitlements

The following conditions and entitlements for employees in an EQI affiliated QRS school help to explain these special leave arrangements:

#### Continuity of service

Under the terms and conditions of Section 134 (1) of the *Industrial Relations Act 2016*, service with an EQI affiliated QRS school is taken to be continuous service with the department.  Therefore, continuity of service is not broken by unpaid special leave approved by the Director-General or their delegate, to undertake employment in an EQI affiliated QRS school.

#### Placement upon return to Queensland

If a teacher or other employee takes more than 2 years unpaid special leave there is no guarantee that they will be placed back at the school they were at immediately prior to leave. Every effort will be made to place the teacher in a school within the geographic area or Region they were in immediately prior to taking their leave.

#### Increment for teachers

Teachers undertaking employment an approved EQI affiliated QRS school will have their service recognised for the purpose of increment.  This is achieved through relevant comments placed on the employees leave record.

#### Transfer Points

Teachers who have their special leave (without pay) application approved to undertake a teaching position with an EQI affiliated QRS school will accumulate 1 transfer point per year for up to a maximum of 5 years participating in that program.

### Enquiries

For all enquiries about this fact sheet please contact ([HRBPCentralOffice@qed.qld.gov.au](mailto:HRBPCentralOffice@qed.qld.gov.au))

For all enquires related to EQI affiliated QRS schools, please contact: [EQInternational@qed.qld.gov.au](mailto:EQInternational@qed.qld.gov.au)