**Replacement of absent school-based staff at no local cost**

Principals are responsible for complying with all legislative, industrial and policy and procedural requirements (including DoE’s Health and Wellbeing Framework) when making decisions about replacing absent school-based staff. The table below outlines when school-based staff **may** be replaced without direct funding by the school.

When an absence for a notionally-allocated position (i.e. not school funded) meets threshold criteria, principals may record a credit in the School Budget Solution (SBS). Credits may be recorded only for positions with a full-time equivalent (FTE) of greater than zero assigned in the School Profile or against staffing resource usage.

Principals on leave may be replaced immediately at no local cost and SBS credits are available for absences of greater than 4 days.

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| **Labour group replacement** | **Threshold for replacement at no local cost and/or SBS credit** |
| All school-funded positions | All replacement at school cost. No SBS credits |
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| Teachers casual replacement—internal replacement or TRS  (e.g. TRS-SSE, TRS-UNP as per TRACER guidelines) | Minimum 2 hours to maximum 4 days (no SBS credit if not replaced) |
| Teachers (all leave) | Greater than 4 Days |
| Guidance Officers (all leave) | Greater than 4 days |
| Deputy Principals, Heads of Department, Heads of Curriculum and all other promotional positions (all leave) | Greater than 4 days |
| Principals (all leave) | Immediate replacement (no SBS credit for first 4 days if not replaced) |
|  |  |
| Teacher Aides ADO | No replacement |
| Teacher Aides – General  Sick/ Long Service Leave /Special Leave No Pay | On the third day |
| Teacher Aides – Prep  Sick/ Long Service Leave /Special Leave No Pay | Immediate |
| Teacher Aides – SEP/Special  Sick/ Long Service Leave /Special Leave No Pay | Immediate |
| Teacher Aides – schools with only one Teacher Aide (all leave) | On the second day |
|  |  |
| Business Managers Sick /Special Leave | Greater than 5 days (and no SBS credit for first 5 days) |
| Business Managers Recreation Leave/TOIL/ADO/ATO | No replacement (and no SBS credit for non-replacement) |
| Business Managers Long Service Leave | Immediate replacement (no SBS credit for first 5 days if not replaced) |
|  |  |
| Schools Officers Sick /Special Leave | Greater than 5 days (and no SBS credit for first 5 days) |
| Schools Officers Recreation Leave/TOIL/ADO/ATO | No replacement (and no SBS credit for non-replacement) |
| Schools Officers Long Service Leave | Immediate replacement (no SBS credit for first 5 days if not replaced) |
|  |  |
| Public Servants Sick /Special Leave | Greater than 5 days (no SBS credit for first 5 days) |
| Public Servants Recreation Leave/TOIL/ADO/ATO | No replacement (and no SBS credit for non-replacement) |
| Public Servants Long Service Leave | Immediate replacement (no SBS credit for first 5 days if not replaced) |
|  |  |
| Cleaners at Special Schools sick/discretionary/bereavement/ special leave/workers compensation | Next rostered shift (no SBS credit for non-replacement) |
| Cleaners absent on any other leave | Immediate replacement (no SBS credit for non-replacement) |
| Single Cleaner Schools (all absences) | Immediate replacement (no SBS credit for non-replacement) |
| Cleaners sick, emergent/compassionate, other special leave | After 24 hours (no SBS credit for non-replacement) |