

Sick Leave Emergency Fund Claim Form



For the school year 2026

Please refer to Sick Leave Emergency Fund Regulations (see reverse)

NAME OF SCHOOL:

Bank Account Name			
BSB		Bank Account Number	

Name of educator for whom claim is being made	
Full time equivalent (FTE)	
Accumulated entitlement at commencement of 2026	(days)
Sick Leave entitlement for 2026	(days)
Number of days of sick leave taken during 2026	(days)
Number of days being claimed for reimbursement	

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Sick Leave entitlement for 2026	(days)
Number of days of sick leave taken during 2026	(days)
Number of days being claimed for reimbursement	

Please attach supporting documentation:

- *medical certificates for absences of 3 days or longer (if appropriate)*
- *leave history report (or similar) for each educator, showing actual leave dates*

Signature:

Date:

Please return via email to lea@lutheran.edu.au as soon as possible and by no later than 28 February 2027

Please provide your bank details above so the refund can be sent EFT into your account

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 20 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 20 full school days of legal entitlement of sick leave taken by a teacher in any one year, regardless of whether the teacher is full-time or part-time. Claims can be made on the Fund for legally entitled sick leave in excess of 20 days for any one school year.
2) Schools wishing to claim on the Fund are required to forward the following documents to lea@lutheran.edu.au by 28 February in the following year:
- Sick Leave Emergency Fund Claim form
- Medical certificates or relevant supporting documentation for all absences of three days or longer
- School records showing the actual dates of sick leave.
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) If at a later date a school is reimbursed for a teacher's sick leave through alternative means, such as Workers Compensation, payment for the claim made on this Fund will be reimbursed appropriately.
7) If it is a part-time teacher please state FTE

- 8) 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 payment of a full year's levy.
- 9) Schools wishing to exit the Fund may do so by:
- a) notification in writing to LEA, signed by the Chair of the school governing body and the principal, and
- b) reimbursement to the Fund of any difference between the claims paid to the school and contributions to the Fund in the last 24 months.
- 10) The liability of the Fund is limited to the total funds available. Where claims made exceed the capacity of the Fund in any one year, procedures determined by the administrators of the Fund to fairly disburse the available funds will be enforced.

Document controls

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