



Supporting Members on Maternity Leave

FACT SHEET

Priority Transfer Between Catholic Diocesan Schools on Compassionate Grounds

KEY ISSUES

- *Members on Maternity Leave from Catholic Diocesan schools can apply for a transfer on compassionate grounds when returning to work.*
- *To be considered for a compassionate transfer, employees need to fill out an Application for Change of School form, and write an accompanying letter detailing and evidencing the "significantly serious reason" necessitating the transfer.*
- *If you'd like to know more about the process, or get assistance in drafting an application, please contact the QIEU office.*

CONTACTS

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Members who are on maternity leave from a Catholic Diocesan school may apply for a transfer to another school on compassionate grounds when they return from maternity leave.

A priority transfer on compassionate grounds can be applied for where a significantly serious reason exists.

This may include:

- marriage;
- serious relationship breakdown; or
- illness of family members or other individual significant situations.

This also could include travelling a long distance, a lack of available childcare between home and school, special medical or care requirements for the child, or other significant reasons related to new parenthood.

Although each Diocese has slightly different nomenclature, the process is generally the same.

Members wishing to be considered for a priority transfer on compassionate grounds need to fill out an Application for Change of School form requesting priority/compassionate transfer, and attach a letter detailing the reasons for your request, supported by evidence such as a medical certificate if appropriate. Provide as much information as possible to give yourself the best chance of a successful application.

Applications are to be forwarded to the school Principal in the first instance and are considered as part of the wider "change of school" process. In extreme situations applications may be considered at other times.

Applications are considered on two grounds:

- the nature of the request (is it a significantly serious reason); and
- the availability of an alternate position which will better meet the employee's needs.

Members are encouraged to contact a QIEU membership Services Officer with any questions around this process, or for assistance in drafting an application.