



Academic Personal Trainer Leave and Absence Policy

1.0 Purpose

This policy outlines the mandatory expectations, standards, and processes for managing leave and availability for Academic Personal Trainers (APTs). Its purpose is to protect student learning continuity, minimise disruption to client programs, and uphold A Team Tuition's commitment to consistent, high quality service delivery.

Leave related disruptions are one of the most common causes of program delays, loss of momentum, and reduced client confidence. This policy exists to set clear, firm expectations and to ensure all APTs understand their responsibility in maintaining program stability.

2.0 Scope

This policy applies to all Academic Personal Trainers engaged by A Team Tuition across all delivery modes, including in home, online, and school based programs. It applies to all scheduled and accepted tutoring sessions once an APT has committed to a client or school program.

This is a standalone policy and forms part of the Academic Personal Trainer Handbook by reference.

3.0 Employment Status and Leave Entitlements

Academic Personal Trainers are engaged as casual employees.

As casual employees:

- APTs are not entitled to paid leave
- This policy does not create any entitlement to paid leave
- This policy governs how availability and unavailability are managed once sessions are accepted

4.0 Policy Statement

Consistency is a non-negotiable pillar of effective academic progress. Families make a significant investment of time, trust, and money in A Team Tuition programs. In return, they expect reliable delivery, continuity of support, and minimal disruption, particularly during school terms, assessment periods, and examinations.

APTs are expected to plan their availability responsibly and professionally. Avoidable absences during school term place students at risk of falling behind and directly undermine program outcomes.

Failure to comply with this policy may result in client reassignment, removal from programs, or further performance management action.

5. Leave Types

Leave Type	Definition	Approval Required
Planned Leave	Known unavailability such as holidays, events, or personal commitments	Yes, in advance
Unplanned Leave	Unexpected absence such as illness or emergency	Yes, as soon as practicable
Special Leave	Exceptional circumstances such as bereavement, jury duty, or family emergencies	Yes

6.0 Leave Expectations

6.1 Leave During School Terms

Wherever possible, planned leave must be scheduled during school holiday periods rather than during school term.

This expectation applies to:

- Holidays
- University assessments and exams
- Social or personal commitments

University commitments are not considered exceptional circumstances. APTs are expected to manage their studies around their agreed tutoring schedule.

6.2 Unavoidable Term Time Unavailability

Where unavailability during term is unavoidable, APTs must:

- Seek approval well in advance from their Program Delivery Coordinator (PDC)
- Communicate professionally and clearly with families once approved
- Work collaboratively with their PDC to minimise disruption and support rescheduling

7.0 Step by Step Leave and Unavailability Process

Mandatory Process

No leave is to be added to PIVOT or communicated to families without prior approval.

Step	Action	Responsibility
1	Contact your Program Delivery Coordinator by email or SMS with proposed dates and reason	APT
2	Await written approval or alternative direction	PDC
3	Once approved, update availability in PIVOT exactly as approved	APT
4	Communicate with families professionally if required, aligned with PDC guidance	APT
5	Work with PDC to reschedule or manage impacted sessions	APT and PDC

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8.0 Unplanned Absences

8.1 Illness

APTs must not attend sessions while unwell. If an APT is unfit for in person delivery but capable of delivering online, this must be discussed with the family and approved by the PDC. All cancelled sessions must be rescheduled within the program expiry period. Responsibility for ensuring session completion remains with the APT.

8.2 Emergencies

In the event of an emergency, APTs must notify their PDC immediately. Where possible, alternative delivery options or prompt rescheduling must be arranged to avoid disruption.

9.0 School Programs

School programs operate on fixed schedules and require a higher standard of reliability.

- A minimum of two weeks notice is required for any planned leave
- Substitutes will be arranged by A Team Tuition
- Excessive absences may result in removal from the program

Absence from more than two school program sessions in a term may result in reassignment, subject to review by the School Programs Coordinator. Schools may request permanent replacement if consistency is compromised.

10.0 Public Holidays

A Team Tuition does not operate on public holidays. APTs may elect to work on public holidays where sessions are scheduled, however:

- Participation is voluntary
- No penalty rates or additional compensation apply as per the ATTA individual flexibility agreement

11.0 Responsibilities

11.1 Academic Personal Trainers

- Plan availability responsibly
- Minimise disruption to students
- Follow the approved leave process
- Ensure all sessions are delivered within program expiry

11.2 Program Delivery Coordinators

- Assess leave requests against operational and client impact
- Provide timely approvals or alternatives
- Support rescheduling and client communication

12.0 Non Compliance

Failure to adhere to this policy may result in:

- Client reassignment
- Removal from programs
- Reduced future allocation of clients
- Formal performance management

Questions regarding this policy should be directed to your Program Delivery Coordinator.

13.0 Review

This policy will be reviewed annually by the CEO and Senior Leadership Team to ensure continued alignment with A Team Tuition's strategic objectives and cultural values. All updates will be documented and communicated across all teams.

14.0 Version Control

Version	Version Date	Effective Date	Author	Role
1.0	January 2026	January 2026	Hayden McEvoy	CEO & Founder