

Leave – Appendix A

The following policies apply to all ongoing, tenurable, tenured, fixed term contract employees, under the terms of the following Agreements (as amended or replaced from time to time): Professional & General Staff Agreement, Academic Staff Agreement, Child Care Employees' Agreement and ELICOS Teachers Agreement) unless stated otherwise.

“**Casual**” means an engagement specified as such at the time and is employed by the hour and paid on an hourly basis in accordance with the appropriate classification.

“**FTE**” means Full time equivalent, eg, an FTE of 1.0 means an employee is equivalent to full-time, while an FTE of 0.5 means the employee works half-time.

Leave	Applicable Agreement(s)	Eligibility	Entitlement	How to Apply
Annual Leave (including Annual Leave Loading)	All		<p>Annual Recreational Leave</p> <ul style="list-style-type: none"> • Accrual: 5.77 hours per fortnight of service. • Full-time: 150 hours (or 4 weeks) per year • Part-time: <i>pro rata</i>: FTE x 150 <ul style="list-style-type: none"> ○ Changes in FTE (excluding overtime) during the accrual period, permits the employee to take annual recreational leave at the calculated aggregate FTE. • Cumulative <p>Annual Leave Loading</p> <ul style="list-style-type: none"> • Paid <i>pro rata</i>: 17.5% of 4 weeks salary – equal to ABS' "Average Weekly Earnings" for all Males in September. • Employees who commence on or after 1 January will receive pro rata leave loading for the number of completed months of continuous service. • Non-cumulative 	<ul style="list-style-type: none"> • Should be taken in periods of at least 37.5 hours • Minimum period of leave is one (1) hour • ESS
Ceremonial / cultural leave	Academic & Professional & General Staff only		<ul style="list-style-type: none"> • Full-time: 22.5 hours (or 3 days) per year • Part-time: <i>pro rata</i>: FTE x 22.5 • Fixed-term (less than 12 months): <i>pro rata</i> <ul style="list-style-type: none"> ○ (Length of contract / 12 months) x FTE x 22.5 • Non-cumulative <p>Indigenous Australians only:</p> <ul style="list-style-type: none"> • Two (2) additional days leave per year 	<ul style="list-style-type: none"> • Any single absence will not exceed 15 hours (or two consecutive days) • ESS
Compassionate / bereavement	All	Includes casuals	<p>Two (2) days leave for each particular permissible occasion.</p> <ul style="list-style-type: none"> • Full-time: full paid leave per permissible occasion • Part-time: paid leave based on the hours normally worked on the day(s) compassionate / bereavement leave is taken. • Casuals: unpaid leave only. • Non-cumulative <p>Caring or supporting an immediate family member Any other accrued leave may be approved in conjunction, with compassionate/bereavement leave where it is granted for the purpose of providing care or support to a member of the employee's immediate family.</p>	<ul style="list-style-type: none"> • Any single absence will not exceed 15 hours (or two consecutive days) • Minimum period of leave is one (1) hour • ESS
Conference, Fieldwork and Outside Studies Program	Academic & Professional and General Staff only		<p>Not an entitlement</p> <ul style="list-style-type: none"> • Conference: up to five (5) days • Outside Studies Program: duration of study program, plus one (1) day rest prior • Fieldwork: up to two (2) weeks • Non-cumulative 	<ul style="list-style-type: none"> • Business Case • AND • ESS
Employee Funded Extra Leave	All	Fixed term employees require at least 12 months remaining on their contract Less than 13 weeks long service leave and less than 4 weeks annual recreation leave <u>Child Care Employees – Purchased Leave Only:</u> Must be full-time / 1.0 FTE	<p>Non-cumulative</p> <p>Purchased Leave: purchase one (1) to eight (8) weeks' additional leave per year at a reduced salary over a 52 week period. <u>Child Care Employees only:</u> maximum two (2) weeks' additional leave per year at a reduced salary over a 52 week period.</p> <p>Deferred Salary:</p> <ul style="list-style-type: none"> • 2 years' service paid at 80% of salary followed by 6 months' leave paid at 80% of salary; or • 4.5 years' service paid at 90% of salary followed by 6 months' leave paid at 90% of salary; or 	<ul style="list-style-type: none"> • Employee Funded Additional Leave Agreement, followed by: <ul style="list-style-type: none"> ○ Purchased Leave – ESS ○ Deferred Salary Scheme – Staff Leave Application Form • Purchased Leave Agreement (Childcare Only), followed by: <ul style="list-style-type: none"> ○ ESS

			<ul style="list-style-type: none"> 4 years' service paid at 80% of salary followed by 1 years' leave paid at 80% of salary. 	
Jury Service	All	Includes casuals	<ul style="list-style-type: none"> Leave with pay for the period necessary to carry out duties as a juror. 	<ul style="list-style-type: none"> Staff Leave Application Form
Leave for Emergency Services	All	Voluntary members of a recognised emergency body: <ul style="list-style-type: none"> State Emergency Service St John Ambulance Brigade Bush Fire Brigade 	<p>Absent from employment for:</p> <ul style="list-style-type: none"> the period of time the person engages in the activity, reasonable travelling time associated with the activity; and reasonable rest time immediately following the activity. <ul style="list-style-type: none"> Non-cumulative 	<ul style="list-style-type: none"> ESS Submit required evidence
Leave for international sporting events	All		<ul style="list-style-type: none"> Up to 10 working days plus reasonable travel time Non-cumulative 	<ul style="list-style-type: none"> ESS Submit required evidence
Leave without pay (including personal leave without pay)	All		<ul style="list-style-type: none"> Up to 12 months 	<ul style="list-style-type: none"> Staff Leave Application Form Submit required evidence Highlight if taking leave for WHO Minimum period of leave is one (1) day
Leave with Defence Force Reserves	All	Volunteer members of the Australian Defence Force Reserves and Cadet Force Approved Activities: <ul style="list-style-type: none"> annual training camp special school, class or course of instruction recruit and/or initial employment training course 	<ul style="list-style-type: none"> Four (4) weeks paid leave per calendar year for camps, special schools, classes and courses of instruction. A maximum of four (4) extra working days may be granted, if the Commanding Officer of a unit certifies that it is essential for an employee to be at an annual training camp in an advance or rear party. Two (2) additional weeks paid leave for first year ADF Reserves for recruit and training purposes. Non-cumulative 	<ul style="list-style-type: none"> Staff Leave Application Form Documentation <ul style="list-style-type: none"> Written confirmation from ADF Reserves requesting attendance ADF Reserves Certificate of Attendance Claim form for Employers AD138-1 Claim Form for Employers
Personal Leave (Sick or Carer's)	All	Includes casuals Illness, injury, care or support	<p>Personal leave</p> <ul style="list-style-type: none"> Full-time: 93.7 hours (or 12.5 days) per year Part-time: <i>pro rata</i>: FTE x 93.7 Fixed-term (less than 12 months): <i>pro rata</i>: <ul style="list-style-type: none"> (Length of contract / 12 months) x FTE x 93.7 Casual: Unpaid leave only. Cumulative <p>When paid personal leave accruals have been exhausted, employees are entitled to unpaid carer's leave of up to two (2) days for each permissible occasion.</p>	<ul style="list-style-type: none"> ESS Submit medical documentation (if applicable)
Short leave	Professional & General Staff and ELICOS Teachers only		<ul style="list-style-type: none"> Full-time: 22.5 hours (or 3 days) per year Part-time: <i>pro rata</i>: FTE x 22.5 Fixed-term (less than 12 months): <i>pro rata</i>: <ul style="list-style-type: none"> (Length of contract / 12 months) x FTE x 22.5 Non-cumulative 	<ul style="list-style-type: none"> Any single absence will not exceed 15 hours (or two consecutive days) Minimum period of leave is one (1) hour ESS
Veterans' Leave	Academic and Professional & General Staff only	Provide certificates from: <ul style="list-style-type: none"> Veterans' Affairs stating that the illness is recognised as war caused; and a registered health practitioner as to the nature of the illness. 	<ul style="list-style-type: none"> Up to 112.5 hours (or 15 days) per year on full pay Cumulative to a maximum of 337.5 hours (45 days). <ul style="list-style-type: none"> If a full entitlement is utilised, the entitlement will re-accumulate to a maximum of 337.5 hours. 	<ul style="list-style-type: none"> Staff Leave Application Form Submit required evidence