

Community Service Leave Procedures

Section 1 - Preamble

- (1) Community services leave encompasses jury service and emergency services leave.
- (2) These procedures apply where employment is governed by the University's current [Enterprise Agreement](#). The provisions under other industrial instruments may differ.

Section 2 - Approval Authority

- (3) The Head of Work Unit has the authority to approve community service leave, subject to the availability of entitlement, within the provisions of the Enterprise Agreement or appropriate industrial instrument, University Policies and Procedures.
- (4) The Head of Work Unit may transfer their approval authority for community service leave to a manager/supervisor (at HEW5 level and above) within their work unit using a [Transfer of approval authority](#). The transfer will enable the manager/supervisor to approve community service leave within MyHR for employees reporting to them.

Section 3 - Eligibility and Conditions

Eligibility

Jury service leave

- (5) Employees are eligible for leave with pay to cover the time required for jury service. The certificate of attendance for jury service provided by the Sheriff's Office must be provided and leave will be approved in accordance with the attendance details specified on this advice.
- (6) Employees are entitled to receive full pay for the period of absence but are required to pay the University any attendance fees received for the jury service. Employees are entitled to retain any monies received from the Sheriff's Office relating to meal and travelling expenses.
- (7) Casual employees are not eligible for paid leave to cover the time required for jury service and are entitled to retain any monies received from the Sheriff's Office.

Emergency services leave

- (8) Employees who are members of a recognised emergency services organisation are eligible for up to five days paid leave per calendar year to attend voluntary emergency activities and related training.
- (9) Additional paid leave may be granted in exceptional circumstances.
- (10) Emergency services leave will only be granted where an employee provides documentary evidence of their training requirements, attendance during emergency situations, and membership of the relevant emergency services association.

Conditions

Community service during periods of leave

(11) Community service leave will not be granted when an employee is absent on another period of approved leave. However, an employee who is required for jury service during a period of approved leave is entitled to retain all monies received from the Sheriff's Office.

Payment of allowances during periods of community service leave

(12) Relieving allowance and additional responsibilities allowance will continue to be paid during periods of community service leave if the employee is in the higher position for a total continuous period of six months or more. Relieving allowance will not be paid when the total continuous period in the higher position is less than six months. In such cases, should the period in the higher position subsequently be extended beyond six months, the allowance will only be paid during periods of community service leave taken after an extension beyond six months has been approved and six months in the higher position has been served.

(13) First aid allowance will continue to be paid during periods of community service leave.

Section 4 - Application and Approval Process

(14) An employee intending to apply for community service leave should notify their supervisor of their impending absence prior to the proposed commencement date. In the case of leave for jury service, the employee should notify their supervisor as soon as the summons is received.

(15) Where emergency circumstances contribute to the absence and prior notice cannot be given, the employee should, as far as practicable, advise their supervisor of their absence and the estimated duration within one hour of the commencement of the first working day of the absence. The employee must communicate directly with their supervisor or nominated officer, not by way of voice mail or email.

Jury service

(16) A leave application is to be completed in [MyHR](#), for the period of absence. The leave application must be supported by a copy of the certificate of attendance for jury service and a University cashier's receipt confirming that court attendance fees received have been paid to the University.

(17) When the leave has been approved, the employee will receive an automatically generated confirmation email and the authorising officer will forward any supporting documentation to HR Services.

(18) Professional employees are required to reflect the period of their leave on their attendance record.

(19) Where applicable, payment of allowances will cease during the period of leave.

Emergency services leave

(20) A [leave application](#) is to be completed by the employee (MyHR cannot be used to apply for emergency services leave). The leave application is to be supported with documentary evidence of the employee's attendance during emergency situations or training, together with evidence of their membership of the relevant emergency services association.

(21) The completed leave form, together with the supporting documentation, must be provided to the employee's supervisor before the leave can be approved.

(22) As soon as the application is approved, it is sent to HR Services for recording in MyHR.

(23) When the leave is actually taken, professional employees should ensure their attendance records reflect the period of their absence.

(24) Where applicable, payment of allowances will cease during the period of leave.

Section 5 - Links and Forms

[SCU Enterprise Agreement](#)

[Apply for leave - My HR](#)

[Apply for emergency services leave](#)

[MyHR leave](#)

[MyHR for supervisors](#)

[Supervisor's guide to leave](#)

[Transfer of approval authority](#)

[University cashiers](#)

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