

Personal Leave Procedures

Section 1 - Preamble

(1) 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

(2) The Head of Work Unit has the authority to approve personal leave, up to the maximum annual entitlement, within the provisions of the Enterprise Agreement or appropriate industrial instrument, University Policies and Procedures.

(3) The Head of Work Unit may transfer their approval authority for personal 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 the leave within MyHR for employees reporting to them.

(4) Executive Members have the authority to approve additional personal leave in exceptional circumstances of family bereavements.

Section 3 - Definitions

- a. spouse, de facto spouse or same sex partner;
- b. child, including adopted, foster, ex-nuptial or step child;
- c. parent, including foster parent or legal guardian;
- d. grandparent, grandchild or sibling; or
- e. another relative who is a member of the employee's household; and
- f. for Indigenous Australian employees, aunts, uncles, cousins and significant community leaders.

Section 4 - Eligibility and Conditions

Eligibility

(5) An employee may be granted paid personal leave of up to a maximum of six days per calendar year with normally no more than three days per single event. Employees who are part-time or have appointments of less than 12 months are eligible for personal leave on a pro-rata basis.

(6) Casual employees are not eligible for personal leave.

(7) Personal leave may be granted in the following circumstances:

- a. bereavement due to the death of a family member or a member of a spouse's immediate family;
- b. attend an employee's own graduation ceremony;
- c. attend NAIDOC celebrations;

- d. attend citizenship ceremonies;
- e. attend religious and other ceremonial events;
- f. other special personal circumstances as approved.

Conditions

(8) Personal leave is non-cumulative.

(9) The length of the period of leave taken under the provisions of personal leave is to be limited to the minimum time necessary in each circumstance.

(10) The onus is on the employee to clearly establish the need for personal leave to the satisfaction of the authorising officer.

(11) Each application for personal leave is considered on its merits and a decision relating to the approval of one period of leave cannot be used as a precedent for the granting of another period of leave.

Use of other forms of leave

(12) Where personal leave is not approved for a particular requested absence, the employee may elect to have the absence deducted from available annual leave or long service leave (the minimum requirements for the taking of LSL do not apply in this case). Alternatively, the leave may be taken as leave without pay.

Personal leave during other periods of leave

(13) Personal leave will not be granted when an employee is absent on another period of approved leave.

Payment of allowances during periods of personal leave

(14) Relieving allowance and additional responsibilities allowance will continue to be paid during periods of personal 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 personal leave taken after an extension beyond six months has been approved and six months in the higher position has been served.

(15) First aid allowance will continue to be paid during periods of personal leave.

Section 5 - Application and Approval Process

(16) An employee intending to apply for personal leave should notify their supervisor of the impending absence prior to the proposed commencement date. 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.

(17) The employee is required to complete a leave application in MyHR prior to commencing the leave, if possible, or as soon as they return to work.

(18) Where supporting documentation is required, it must be provided to the employee's supervisor before the leave can be approved.

(19) 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.

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

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

Section 6 - Links and Forms

[SCU Enterprise Agreement](#)

[Apply for leave - MyHR](#)

[MyHR leave](#)

[MyHR for supervisors](#)

[Supervisor's guide to leave](#)

[Transfer of approval authority](#)

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Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services