

Carer's 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 carer's 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 carer's 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 carer's leave within MyHR for employees reporting to them.

Section 3 - Definitions

(4) 'Family member' refers to:

- 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, family member also includes aunts, uncles, cousins and significant Indigenous community leaders.

Section 4 - Eligibility and Conditions

Eligibility

(5) An employee may be granted up to a maximum of two weeks per calendar year to care for or support a family member who is ill or injured.

(6) Employees who are part-time or have appointments of less than 12 months are eligible for carer's leave on a pro-rata basis.

(7) Casual employees are not eligible for carer's leave.

Conditions

(8) Carer's leave is subject to the following conditions:

- a. the employee must have responsibility for the care of the family member concerned;
- b. absences of up to and including two working days must be supported by a statutory declaration that clearly states the relationship between the employee and the family member and the reason the care was required; and
- c. absences of three days or more must be supported by a medical certificate from a medical practitioner (medical doctor or medical specialist) declaring the illness and stating its duration.

(9) The onus is on the employee to clearly establish the need for carer's leave and the relationship that exists between the employee and family member.

Carer's leave during other periods of leave

(10) Carer's leave will not be granted where an employee is absent on another period of approved leave.

Ongoing caring responsibilities

(11) Employees with ongoing caring responsibilities may request flexible working arrangements in accordance with the Enterprise Agreement including, but not limited to:

- a. a temporary reduction in the number of hours worked per week;
- b. variable hours arrangements; or
- c. job-sharing.

(12) Employees are also entitled to access their annual leave and long service leave entitlements to assist with their family caring responsibilities.

Payment of allowances during periods of carer's leave

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

(14) First aid allowance will continue to be paid during periods of carer's leave.

Section 5 - Application and Approval Process

(15) An employee intending to apply for carer's 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.

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

(17) Where supporting documents are required, employees should scan the original of the statutory declaration or medical certificate/s and email a scanned copy to hr@scu.edu.au, also copying the email to their supervisor so the leave can be approved.

(18) When the leave has been approved, the employee will receive an automatically generated confirmation email.

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

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

Section 6 - Links and Forms

[NSW statutory declaration](#)

[Qld statutory declaration](#)

[SCU Enterprise Agreement](#)

[Apply for leave - MyHR](#)

[MyHR leave](#)

[MyHR for supervisors](#)

[Supervisor's guide to leave](#)

[Transfer of approval authority](#)

Status and Details

Status	Historic
Effective Date	2nd June 2015
Review Date	2nd February 2018
Approval Authority	Vice Chancellor
Approval Date	15th April 2015
Expiry Date	28th June 2016
Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services