



University of
South Australia

Cultural Leave Procedure

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APPLICATION

This procedure applies to staff employed in accordance with:

1. The University of South Australia Enterprise Agreement 2014
2. Staff employed pursuant to an Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of Cultural Leave.

This leave is for the sole purpose of observing holy days or to attend essential religious or cultural duties associated with their particular religious faith, culture or tradition.

PROCEDURE

1. Cultural Leave

- a) A staff member may be eligible to access up to two (2) days of recreation, long service leave or leave without pay for cultural leave purposes, subject to the provision of:
 - i) at least two (2) weeks' notice by completion and submission of a myHR online leave request or HRIS 008 form; and
 - ii) having an entitlement to recreation or long service leave or making a request for leave without pay.

2. Aboriginal or Torres Strait Islander staff members

- a) In addition to entitlements in clause 1a) above, an Aboriginal or Torres Strait Islander staff member is entitled to three (3) days paid leave per calendar year for the purpose of fulfilling cultural requirements and obligations that are recognised as part of the staff member's culture (e.g. official NAIDOC week activities).
- b) Part-time staff will be entitled to three (3) days leave paid on a pro-rata basis.
- c) Staff members must have formally identified with the University (via myHR online system) as being Aboriginal or Torres Strait Islander to be eligible for leave under this sub-clause.

3. Taking Cultural Leave

- a) Cultural leave must be taken in a minimum of one (1) hour periods and is not cumulative year to year.
- b) If requested by the University, a staff member who has applied for cultural leave will be required to provide reasonable evidence as to the nature of the activity/ceremony the staff member wishes to attend.

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate Supervisor

The immediate supervisor is responsible for facilitating the cultural leave management process in accordance with this procedure.

Staff Member

All staff are expected to manage their cultural leave in accordance with this procedure.

The People, Talent and Culture

The People, Talent and Culture is responsible for the development and continuous improvement of this procedure.

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR representative for their area
- People, Talent and Culture
- People, Talent and Culture website

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