



University of
South Australia

Special 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. The University of South Australia Senior Staff Collective Agreement 2006
3. Academic, professional and general staff employed pursuant to an Australian Workplace Agreement (AWA)

OVERVIEW

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

PROCEDURE

1. Special Leave with Pay

a) Entitlement

- i) Only the following categories of special leave with pay may be approved by the relevant manager in accordance with the Vice Chancellor's Authorisations:

Description	Maximum periods which may be granted to a staff member in a financial year
Emergency service calls	as required by emergency service organisation
Jury service	as required by the Sheriff
Training courses for emergency service activities	ten (10) days
Blood donation <small>**not applicable to Senior Staff</small>	Reasonable attendance and travel time on each occasion

Description	Maximum periods which may be granted to a staff member in a financial year
Participation in sporting events - National - International	five (5) days over two (2) year period fifteen (15) days over two (2) year period
Urgent pressing necessity	three (3) days
Moving house	one (1) day every three (3) years
Military leave	see 3. Military Leave of these procedures
Trade union training/business leave **not applicable to Senior Staff	see 4. Trade Union Training/Business Leave of these procedures
Domestic violence leave **not applicable to Senior Staff	Approval by Executive Director: People, Talent and Culture. See 5. Domestic Violence Leave of these

- ii) Special leave with pay may only be granted to a full time or part time staff member, where the staff member makes a formal application and the manager (or Executive Director: People, Talent and Culture for Domestic Violence Leave) determines that the circumstances of any particular application warrant granting special leave with pay. If appropriate, additional information may be sought before deciding upon an application.
- iii) Special leave with pay will be granted in periods of one (1) hour or greater.
- iv) Time off with pay is to be granted in all cases where the authenticated reason for absence was an emergency service call or jury service.
- v) In exceptional circumstances, the Vice Chancellor may approve special leave with pay in excess of the entitlements above.

2. Special Leave Without Pay

a) Entitlement

- i) Special leave without pay may only be granted subject to the cost centre manager's determination, where a staff member makes a formal application.
- ii) All leave without pay is to be granted and recorded in working days; except as specified in the Cultural Leave Procedures.
- iii) Staff members are expected where possible to give the University reasonable notice of their request to take leave without pay, to enable proper consideration of their application.
- iv) Full-time staff members who wish to engage in paid employment outside the University during any period of special leave without pay must seek the permission of the Executive Director: People, Talent and Culture.
- v) There is no entitlement to payment for public holidays which fall during a period of leave without pay.

b) Effect of Leave without Pay on Entitlements

- i) Leave without pay (in a continuous period or an aggregated total period) in excess of twenty two (22) working days in a financial year will not count as service or effective service for other leave entitlements.

- ii) No period of leave without pay will count for service for:
 - Incremental progression
 - Superannuation
- c) Leave taken due to workers compensation and parental leave (first fifty-two (52) weeks) is exempt from sub clause 2) b) i).

3. Military Leave

A staff member who is a volunteer member of the Australian Defence Force Reserve (including Army, Naval or Air Force) and as such is required to attend one (1) or more compulsory camps of continuous training in a year and occasionally a non-compulsory camp or course, may be granted special leave.

a) Entitlement

- i) Up to fourteen (14) calendar days on full pay in aggregate in any financial year for compulsory camps of continuous training.
- ii) Up to a further fourteen (14) calendar days in any financial year for additional training, these can be in half or single days or a continuous period. The University will fully fund the additional 14 days pay without applying any 'make-up' pay calculations. An application for reimbursement of the Employer Support Payment for this additional 14 calendar days can be applied for by the Cost Centre Manager from the Australian Defence Force.
- iii) Military leave additional to that outlined above which is required by a staff member must be taken without pay or the staff member may utilise annual leave or may apply for long service leave (if eligible) for the period of training.
- iv) Leave granted under this clause shall be recorded as "military leave".
- v) Leave granted under this clause will count as service for all purposes.

b) Employer Support Payments

- i) Managers are encouraged to pursue Employer Support Payment entitlements from the Department of Defence whenever a reservist / employee is on Defence Reserves service.
- ii) The University can only claim an Employer Support Payment if the staff member is released on Defence leave or leave without pay. If an employee is made to use their own leave entitlements, the University is not entitled to claim an Employer Support Payment for that period of leave.
- iii) Further information about the Employer Support Payment provisions is available on the Australian Defence Force Reserves web site (<http://www.defence.gov.au/reserves>).

c) Full-time Service

- i) Reservists who are called out for full-time service (eg as part of a peacekeeping or humanitarian aid operation) are to be granted special leave without pay.
- ii) The effect on entitlements shall be in accordance with the clause on special leave without pay.

- iii) Any staff member who returns to duty after full-time service shall:
- Unless agreed otherwise with the staff member, return to the position which they occupied immediately prior to such an absence.
 - In the event that the position they occupied immediately prior to such absence is not available due to reorganisation of the work unit, they shall be appointed to a position equivalent in status and salary scale to the position formerly occupied. The location of that position shall be one which is mutually agreed between the staff member and the University.

4. Trade Union Training/Business Leave

a) Entitlements

Subject to any genuine operational requirements of a relevant work area, special leave with pay will be granted to union members for the following purposes and roles:

- i) To attend short trade union training courses conducted by or with the support of the Unions relevant to the business of the Union/s or industrial relations in the workplace;
- ii) Union delegates shall be permitted reasonable time to conduct official union business which requires the personal attendance of the staff member.
- iii) Official union business includes;
 - Branch Committee meetings of which the staff member is a member
 - meetings of State union bodies of which the staff member is a member
 - meetings of the union National Council of which a staff member is a union National Executive member or member.
- iv) All other costs related to attendance at a course or meeting are the responsibility of the union.
- v) A maximum of ten (10) days special leave with pay shall be granted over any two (2) year period to any union member.
- vi) Additional special leave with pay may be granted in special circumstances at the discretion of the Executive Director: People, Talent and Culture but in no case shall the time exceed twenty (20) working days in two (2) years.

b) Approval of Trade Union Training/Business Leave

- i) Approval of trade union training/business leave is subject to any genuine operational requirements of the staff member's work area at the approval of the supervisor/ manager.
- ii) Reasonable notice must be provided by the staff member and/or relevant union to the University.
- iii) Applications for trade union training, attendance at national conferences and meetings must be supported with documentation from the relevant union confirming the staff member's attendance. Approval of an application rests with the relevant cost centre manager.
- iv) Prior to a staff member taking trade union training/business leave, the staff member is required to complete and submit an online leave request through myHR or using the HRIS 008 leave form. The leave must be authorised by the supervisor/manager.

5. Domestic Violence Leave

a) Entitlement

- i) A staff member experiencing domestic violence may access family responsibility, personal, carer's, recreation and/or long service leave, as applicable.
- ii) In addition, a staff member may seek special leave with or without pay. The amount of leave provided will be determined by the Executive Director: People, Talent and Culture with consideration to the staff member's circumstances.

b) Application for leave

- i) A staff member may make a written application to the Executive Director: People, Talent and Culture seeking leave with or without pay. The application should specify the amount of leave sought, time period, and the reason for the leave (e.g. to attend court proceedings).
- ii) Upon request by the University, a staff member will be required to provide relevant evidence to support requests made in accordance with this sub-clause.
- iii) In addition, the Executive Director: People, Talent and Culture will consider a staff member's request to implement or change a flexible work arrangement, and/or change a staff member's work location, phone number and/or email address. Refer to the Flexible Work Arrangement procedure for information.
- iv) Requests and personal information will be kept confidential in accordance with the University's Workplace Confidentiality Guidelines.

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate supervisor

The immediate supervisor is responsible for facilitating the leave management process in accordance with these procedures.

Staff Member

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

People, Talent and Culture

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

REFERENCES

- Cultural Leave Procedure
- Flexible Work Arrangement Procedure
- Workplace Confidentiality Guidelines

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR representative for their area
- People, Talent and Culture
- The People, Talent and Culture website
- [Special/Cultural Leave tool](#)

Updated: October 2014

Amended: June 2017

Amended: January 2108