

# Leave - Other Leave Procedure

## Section 1 - Purpose

(1) The purpose of this Procedure is to detail the steps and responsibilities associated with accessing entitlements to:

- a. public holidays and University concessional days;
- b. religious, cultural and ceremonial obligations;
- c. community leave, including:
  - i. defence force leave;
  - ii. jury service;
  - iii. leave to attend proceedings as a witness; and
  - iv. volunteer emergency services leave.

### Scope

(2) This Procedure requires actions by the following:

- a. Executive Dean / Head of Office;
- b. Human Resources Officer;
- c. Staff member; and
- d. Supervisor.

## Section 2 - Policy

(3) Refer to the [Leave - Other Leave Policy](#).

## Section 3 - Procedures

### Staff Member

#### Notify

(4) Notify your supervisor or other authorised delegate within your work unit as soon as practicable, indicating the:

- a. reason(s) for your absence; and
- b. estimated duration of your absence.

(5) Where you leave work without notifying your supervisor or other authorised delegate, you must notify them at the earliest opportunity.

(6) In either of the above circumstances, should you need to extend the original notified absence, you must do so as soon as practicable.

## **Apply**

(7) Apply for leave (as soon as practicable) by:

- a. completing the [Application for Leave Form](#); and
- b. submitting the completed application, with supporting documentation, to your supervisor or authorised delegate.

## **Supervisor**

### **Notify**

(8) Notify Human Resources (HR) in writing of all absences within seven (7) days of the absence occurring specifying:

- a. the name of the staff member;
- b. reasons for the absence;
- c. the expected date(s) of absence; and
- d. any payroll instructions.

(9) In circumstances where a staff member has notified you that they will be absent from the workplace for a period in excess of one (1) week, notify HR of the intended absence.

(10) Where a staff member is absent without approval, attempt to contact the staff member directly without delay.

(11) Where a staff member is absent, arrange for the staff member to receive the [Application for Leave Form](#) by post or electronic means, so as to ensure minimal disruption to the staff member's payment.

(12) Where an [Application for Leave Form](#) and supporting documentation has not been received, you may instruct HR to suspend payments to a staff member.

### **Review Application**

(13) Review the application to ensure accuracy and consistency with University policy.

(14) In consultation with the staff member, address and resolve any problems identified in the application.

(15) Submit the application to the Executive Dean / Head of Office for approval.

## **Executive Dean / Head of Office**

(16) Review a leave application to ensure accuracy and consistency with University policy.

(17) Refer any problems identified in an application to the supervisor for resolution in consultation with the staff member.

(18) Approve and submit the application to HR.

## **Human Resources Officer**

(19) Review the application to ensure accuracy and consistency with University policy.

(20) Refer any problems identified in the application to the supervisor for resolution.

(21) Process the leave application and maintain records for reporting and compliance purposes.

## Section 4 - Guidelines

(22) Nil.

## Section 5 - Definitions

(23) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the [Leave - Other Leave Policy](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd February 2021
<b>Review Date</b>	1st April 2021
<b>Approval Authority</b>	Vice-President, People and Services
<b>Approval Date</b>	11th May 2011
<b>Expiry Date</b>	19th April 2022
<b>Responsible Executive</b>	Eric Knight Deputy Vice-Chancellor (People and Operations)
<b>Responsible Officer</b>	David Ward Chief People Officer
<b>Enquiries Contact</b>	Leah Angrisano Manager, Employee Relations +61 2 9850 9775 <hr/> Human Resources