Leave - Special Leave Procedure

Section 1 - Purpose

(1) The purpose of this Procedure is to detail the steps and responsibilities associated with applying for and taking special leave.

Section 2 - Policy

(2) Refer to the Leave - Personal Leave Policy.

Section 3 - Procedures

(3) This Procedure requires actions by the following:

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

(4) The key activities in this Procedure are:

a. request special leave;
b. consider requests for special leave;
c. approve special leave; and
d. advise of outcome.

Request

Staff Member

(5) Notify your Executive Dean / Head of Office, in writing, of your request for special leave.

Consider

Executive Dean / Head of Office

(6) Consult with the staff member and their supervisor to determine whether special leave would be appropriate in the circumstances.

(7) Where appropriate, recommend the request for special leave to the Director, Human Resources for consideration.

Approve

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Director, Human Resources

(8) In determining approval for special leave, consider such matters as the:

a. reason for the request;
b. nature and likely duration of the illness, injury or incapacity;
c. prognosis for return to full duties;
d. staff member's employment and leave history;
e. staff member's performance; and
f. other financial options available to the staff member including incapacity benefits, insurance policies etc.

(9) Where appropriate, approve the special leave request.

Notify

Human Resources Officer

(10) Notify the staff member and the Executive Dean / Head of Office, in writing, of the outcome of the request.

(11) Where approved, process the special leave application and maintain records for reporting and compliance purposes.

Section 4 - Guidelines

(12) Nil.

Section 5 - Definitions

(13) Commonly defined terms are located in the University Glossary.

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Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
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