Leave Without Salary Procedure (MPF1134)

GOVERNING POLICY

This procedure is made under the Leave Policy.

SCOPE

This procedure applies to all fixed term, and continuing staff.

PROCEDURE

1. Leave without salary

1.1 A staff member may apply for leave without salary (LWOS) by submitting a completed Application for Non-Standard Leave and Leave without Salary form for approval by their supervisor level 1 delegate and by a level 2 delegate or, in the case of leave without salary for a period of more than three months, by the head of budget division.

1.2 The staff member whose application for leave without salary is approved will forward the form to local Human Resources when it is approved and no later than three weeks before the commencement of leave.

1.3 A head of budget division or head of department who wishes to apply for leave without salary for a period greater than three months will obtain the approval of the Provost.

1.4 A level 2 delegate, head of budget division or the Provost will not approve an application for leave without salary unless the staff member has exhausted all annual leave credits and the timing of the leave is appropriate to the workload and priorities in the staff member's work area.

1.5 A level 2 delegate, head of budget division or the Provost will not approve an application for leave without salary that exceeds one year, except where the staff member seeks the leave in order to take up employment at another tertiary institution, a government agency or other relevant body, or in other exceptional circumstances, in which case up to three years may be approved.

1.6 The level 2 delegate or head of budget division may specify conditions of appointment on return from leave without salary at the time they approve the leave, which will be specified in the letter confirming that the leave has been granted.

1.7 Where a staff member is absent on leave without salary for a period of longer than three months, the staff member’s increment date will be moved by a period corresponding to the total period of leave without salary.

1.8 A head of department may, in exceptional circumstances, recommend to the head of budget division that an academic staff member on leave without salary receive an incremental advancement.

1.9 The impact of leave without salary on superannuation is explained in the Superannuation Procedure.

1.10 Staff on LWOS must make alternative payment arrangements for all personal payroll deductions during the period of leave.
RELATED DOCUMENTS

- University of Melbourne Collective Agreement 2010
- Leave Policy
- Negotiating Flexible Work Arrangements Guidelines
- Delegations Policy
- Human Resources Delegations
- Superannuation Procedure
- Human Resources website

RESPONSIBLE OFFICER

The Executive Director, Human Resources is responsible for the development, compliance monitoring and review of this procedure and any related guidelines.

IMPLEMENTATION OFFICER

The Director Specialist Services is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the Implementation Officer.

REVIEW

This procedure is to be reviewed by 30 June 2015.

VERSION HISTORY

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<td>1</td>
<td>Senior Vice Principal</td>
<td>27 July 2012</td>
<td>27 July 2012</td>
<td>New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.</td>
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<td>2</td>
<td>Vice-Principal Administration &amp; Finance</td>
<td>21 May 2015</td>
<td>4 Jan 2016</td>
<td>Fix broken links in sections 1 and Related Documents.</td>
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