Special Leave Procedure (MPF1141)

GOVERNING POLICY

This procedure is made under the Leave Policy.

SCOPE

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

PROCEDURE

1. Notification of special leave

1.1 A staff member will apply to their supervisor for special leave prior to the leave being taken or as soon as practicable in compassionate or emergency circumstances.

2. Applications for special leave (other than health and safety training)

2.1 A continuing or fixed-term staff member may apply for special leave for the following purposes:

- compassionate grounds or bereavement
- emergency assistance
- staff volunteering and community involvement
- jury service
- donating blood
- examinations
- quarantine
- defence training and
- indigenous Australian cultural or ceremonial leave

2.2 A continuing or fixed-term staff member may submit an application electronically through Themis (HR) self service or to their supervisor or level 1 delegate for approval:

- an Application for Non-Standard Leave and Leave without Salary
- an Application for Staff Volunteering Leave.

2.3 A continuing or fixed-term staff member may apply for special leave for a purpose other than the purposes listed in section 2.1 by submitting an application electronically through Themis (HR) self service or by submitting a completed Application for Non-Standard Leave and Leave without Salary to level 2 delegate for approval.

2.4 A level 2 delegate may approve special leave for other purposes with or without salary.

2.5 A level 2 delegate may determine that a further category of activity will be treated as special leave for the faculty or budget division.

2.6 A casual staff member may apply for unpaid special leave

3. Applications for special leave for health and safety training

3.1 A staff member who is an environment, health and safety representative may apply for paid special leave for the purpose of participating in training courses:
• approved by the Occupational Health and Safety Commission or conducted by the relevant
government departments and
• courses conducted by the Safety, Health, and Risk Management Unit to improve understanding
of the rehabilitation process,

by submitting an application electronically through Themis (HR) self service or by submitting a
completed Application for Special Leave to their supervisor or level 1 delegate for approval.

3.2 A staff member who is an environment, health and safety representative may apply for special leave
for the purpose of participating in non-approved training courses and staff who are deputies to
occupational health and safety representatives may apply for leave to attend courses by submitting an
application electronically through Themis (HR) self service or by submitting a completed Application for
Special Leave to their supervisor or level 1 delegate for approval.

4. Paid special leave entitlements

4.1 A continuing or fixed-term staff member may apply for and the supervisor or level 1 delegate may
approve an amount of paid special leave in the case of compassionate grounds or bereavement, up to two
days:

• upon the death of an immediate family member or member of the staff member's household and
• in the event of an illness or injury that poses a serious threat to the life of an immediate family
member or member of the staff member's household.

4.2 A continuing or fixed-term staff member may apply for and the supervisor or level 1 delegate may
approve an amount of paid special leave in the case of emergency assistance:

• for fire-fighting, for the duration of emergency assistance to a recognised fire-fighting authority
or during immediate danger from fire to the staff member's own home or those of close relative;
and
• for the duration of rendering community assistance to recognised voluntary organisations in
the event of a state disaster, subject to documentary evidence of necessary attendance.

4.3 A continuing or fixed-term staff member may apply for and the supervisor or level 1 delegate may
approve an amount of paid special leave:

• in the case of staff volunteering and community involvement, up to two days per annum (non-
cumulative) to engage in volunteer service either as two full days or as an aggregate of 14.5
hours over the course of a year (pro-rata for part-time staff)
• in the case of jury service, for the duration of attendance
• in the case of donating blood, within a timeframe and frequency agreed with the supervisor
• in the case of examinations, for the period of the examination and in accordance with the Staff
development, Education and Training Procedure
• in the case of quarantine, for the duration of the period of compulsory isolation
• in the case of health and safety training, for the duration of the course
• in the case of indigenous Australian staff members, up to five days per annum (non-cumulative)
for NAIDOC, community, cultural and ceremonial duties.

4.4 A continuing or fixed-term staff member may apply for and the supervisor or level 1 delegate may
approve an amount of paid special leave in the case of defence training for staff who are members of the
defence reserve:
• for the annual training camp, up to 14 days (including Saturdays and Sundays) plus a further four days on the certification of the Commanding Officer of the particular unit that the additional days are necessary and
• for attendance at one school, class or course of instruction annually, up to 16 days (including Saturdays and Sundays).

5. Evidence in support of special leave

5.1 A level 1 or 2 delegate may, in determining whether to approve an application for special leave, require evidence or additional documentation in support of special leave including medical or death certificates, statutory declarations and proof of attendance, which will be retained in departmental records.

6. Compassionate/bereavement leave

6.1 A staff member may not apply for paid special leave on compassionate grounds or bereavement where the leave coincides with another period of leave.

6.2 A level 2 delegate may approve additional special leave for a continuing or fixed-term staff member on compassionate grounds or bereavement in exceptional circumstances, including where the staff member is required to travel interstate or overseas.

7. Staff volunteering and community involvement

7.1 A staff member who wishes to apply for special leave to engage in volunteer service will include in their application:

• written confirmation from the not-for-profit or community based organisation that the staff member is (or will be) engaging in volunteer service with the organisation and details of the nature of the volunteer work to be undertaken; and
• acknowledgement that it is the staff member’s responsibility to satisfy themselves that the not-for-profit or community organisation has adequate insurance coverage for any claim that may be made against the staff member or injury resulting to the staff member from participation in the volunteer service.

7.2 A staff member who has exhausted paid special leave entitlements to engage in volunteer service may apply other paid leave entitlements for volunteer service, or may apply for special leave without salary.

8. Jury service

8.1 A casual staff member will, prior to submitting an application for paid special leave for jury service, obtain their supervisor’s approval of the number of days during the period of jury service they reasonably expected to have worked.

8.2 A continuing, fixed-term or casual staff member required to attend jury service will be paid the salary they could reasonably expect to have received from the University for the period of jury service.

9. Defence training – additional special leave

9.1 The supervisor of a staff member who wishes to apply for special leave for the purposes of defence training that is in addition to the standard special leave for defence training may determine whether the leave will be special leave with salary or special leave without salary.
9.2 A staff member may apply for additional special leave with salary for the purposes of defence training by submitting an application electronically through Themis (HR) self service and attaching a copy of the formal request from the Commanding Officer of the staff member’s unit.

9.3 A staff member may apply for additional special leave without salary for the purposes of defence training by submitting a completed Application for Leave form, and a copy of the formal request from the Commanding Officer of the staff member’s unit, to the level 2 delegate for approval.

10. Cancellation of special leave

10.1 A staff member may cancel special leave that has previously been approved by submitting a completed Application for Leave Cancellation and Replacement form to their supervisor for approval and forwarding the form to local Human Resources.

RELATED DOCUMENTS

- Leave Policy
- Delegations Policy
- Schedule D – HR Delegations
- Human Resources website
- University of Melbourne Collective Agreement 2010
- Guidelines for University of Melbourne Staff Volunteering in the Community

DEFINITIONS

Immediate family  Includes:

- a partner of the staff member (being a person of the opposite or same sex who lives with the staff member on a bona fide domestic basis although he or she may not be legally married to that person, including a former spouse, a de facto spouse and a former de facto spouse)
- a dependent child or an adult child (including an adopted child, a foster child, a stepchild or an ex-nuptial child), a parent, a foster parent, grandparent, grandchild and a sibling of the staff member or of the spouse of the staff member
- a relative who has taken the place of a parent and who is residing with the staff member at the time of the illness or death
- a person for whom the staff member has caring responsibilities arising from a kinship relationship or equivalent status to the relationships identified above.

Indigenous Australian staff member  A staff member of Aboriginal or Torres Strait Islander descent who identifies as such and whose identity as an indigenous Australian is accepted by the community with which he or she is associated.

Volunteer service  Work performed for a not-for-profit or community based organisation that:

- complies with the Guidelines for University of Melbourne Staff Volunteering in the Community
- does not involve any payment in cash or kind for work performed
- does not replace work ordinarily done by a paid worker and
- does not create a conflict of interest with the staff member’s employment with the University.

RESPONSIBLE OFFICER
The Executive Director, Human Resources is responsible for the development, compliance monitoring and review of this procedure and any associated 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 schedule is to be reviewed by 30 June 2015.

VERSION HISTORY

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<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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