Purpose

To detail the University’s policy for staff seeking a period of leave without pay from their employment with the University.

The policy and associated procedure assists staff and their Supervisors to clearly understand the eligibility criteria and application process for a period of leave without pay.

Scope

This policy applies to all staff at the University who have continuing or fixed-term employment. This policy does not apply to casual or sessional staff members.

Definitions

<table>
<thead>
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<th>Term</th>
<th>Definition</th>
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<tr>
<td>Continuing Employment:</td>
<td>Means employment other than fixed-term or casual employment. Continuing Employment may be on either a full time or fractional part-time basis and will have no fixed end date.</td>
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<tr>
<td>Fixed-Term Employment:</td>
<td>Means employment that is for a specified or ascertainable period. The contract for this employment will specify the staring and finishing dates of that employment (or in lieu of a finishing date, will specify the circumstance(s) or contingency relating to a specific task or project, upon the occurrence of which the term or employment shall expire). Fixed-term employment can be on either a full-time or fractional part-time basis.</td>
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<td>Staff Member:</td>
<td>Any person who is an employee of the University who holds a continuing or fixed-term contract of employment.</td>
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<td>External Secondment:</td>
<td>means temporary transfer out of the University to another organisation for a specific period of time.</td>
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Continuous Service: means a period of service at the University without a break (continuous employment).

Supervisor: The Executive Dean, Head of School, Deputy Head of School or Associate Dean, Director, Manager or other staff member who has the responsibility for the management of the Staff Member.

Policy Statement

Leave without pay may be granted to enable a staff member:

• to take up a limited-term appointment such as Research Fellowship, temporary lectureship, etc. at another institution; or
• to take up a brief fixed-term appointment with another institution or government body, (that may aid in the development and expertise of the staff member as well as being in the interests of the University); or
• to undertake a consultancy with a government, international organisation or other approved body; or
• to undertake a program of study, or carry out a research program or project which falls outside the provision of staff development leave; or
• to accompany a partner on extended leave or secondment; or
• to settle affairs of a personal nature where an extended period of leave is required; for example, to execute an estate or care for dependants or family members in the case of illness, accident or bereavement; or
• to extend personal leave where credits have been exhausted.

This list should be considered to be illustrative. Other reasons may be acceptable and would be assessed by the Vice-Chancellor on a case-by-case basis. All applications should be considered on a case-by-case basis.

Leave without pay cannot be used in order to take up another appointment within the University.

Approval of such leave will be conditional upon a staff member exhausting all recreation leave credits.

The timing of the leave may be a consideration to determine whether or not to grant the leave. All decisions made by the University with regard to leave without pay applications are entirely discretionary.

Staff members must make their own arrangements in relation to salary deductions, e.g. Union deductions, health benefits, salary sacrifice arrangements etc.

Responsibility

The Vice-Chancellor is responsible for ensuring compliance with the terms and conditions of the Policy. The Director, Human Resources is responsible for the maintenance and review of the Policy. Human Resources have the responsibility for facilitating the drafting, signing and registration of the Leave Without Pay Agreement.

Legislative Context

• University Collective Agreement, Academic and General Staff Employees.
• Victorian TAFE Teaching Staff Multi-Employer Certified Agreement (MBA) 2009

 Supporting Documents
Leave Without Pay Procedure

Implementation

The Leave Without Pay Policy will be implemented throughout the University via:

1. an Announcement Notice under ‘FedNews’ on the ‘FedUni’ website and through the University Policy - ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Policy;

2. inclusion on the University's online Policy Library; and

3. notification forwarded by the Director, Human Resources to all Executive Deans, Heads of Schools/Sections/Directorates.