

## Leave Without Pay Policy

*Policy Code: HR1608*

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### 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 for a period of leave without pay.

### Scope

This policy applies to all academic, general and TAFE teaching employees of the University who have continuing or fixed-term employment. This policy does not apply to casual or sessional staff members.

### Definitions

Term	Definition
<b>Continuing employment:</b>	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.
<b>Fixed-term employment:</b>	Employment that is for a specified or ascertainable period. The contract for this employment will specify the starting 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.
<b>Staff member:</b>	Any person who is an academic, general and TAFE teaching employee of the University who holds a continuing or fixed-term contract of employment.

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Term	Definition
<b>External secondment:</b>	A temporary transfer out of the University to another organisation for a specific period of time.
<b>Continuous service:</b>	A period of service at the University without a break (continuous employment).
<b>Supervisor:</b>	The Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellor, Dean, Deputy Dean, 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 at the discretion of the University to enable a staff member to:

- take up a limited-term appointment such as Research Fellowship, temporary lectureship, etc. at another institution; or
- 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
- undertake a consultancy with a government, international organisation or other approved body; or
- undertake a program of study or carry out a research program or project which falls outside the provision of professional development at the University; or
- accompany a partner on extended leave or secondment; or
- 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
- extend personal leave where entitlements have been exhausted.

This list should be considered to be illustrative and not prescriptive. Other reasons may be acceptable and would be assessed by the Vice-Chancellor (or nominee) on a case-by-case basis..

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

A staff member must exhaust all annual leave entitlements prior to accessing leave without pay. If the leave without pay request relates to an illness, all personal leave and long service leave entitlements must be exhausted prior to any leave without pay period commencing.

The timing of the request for leave will be a consideration to determine whether or not to approve the leave. All decisions made by the University with regard to requests for leave without pay are entirely discretionary.

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

## Responsibility

The Director, Human Resources 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

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- [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 Deans, Heads of Schools/Directorates.

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