

Other Leave Types Schedule

1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To outline other leave type entitlements available to Employees.

2 Scope

This schedule must be read in conjunction with the [Leave of Absence Procedure](#) and is subordinate to it.

This schedule applies to all eligible Employees.

3 Schedule

Eligible Employees will be provided with a clear understanding of other leave type entitlements.

3.1 Compassionate leave

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Compassionate	All Employees.	Up to three days per occasion if: <ul style="list-style-type: none">a member of the Employee's immediate family or household dies; ora member of the Employee's i	An Employee's immediate family, for the purpose of compassionate leave, includes: <ul style="list-style-type: none">their spouse or de facto partner;their child;their parent;their grandparent;	Supervisor	Not applicable.	Online utilising HR Self Service.

		<p>mediate family or household contracts or develops a life-threatening illness or injury; or</p> <ul style="list-style-type: none"> the Employee has a miscarriage; or the Employee's current spouse or de facto partner has a miscarriage. 	<ul style="list-style-type: none"> their sibling; their step-relations (e.g., step-parent or step-child); their adoptive relations (e.g., adoptive parent or adoptive child); and their current or former spouse's or de facto partner's immediate family. 		
		<p>Casual Employees are entitled to unpaid compassionate leave. All other Employees are entitled to compassionate leave on full pay.</p>	<p>An Employee's household, for the purposes of compassionate leave, includes their other relatives (e.g., cousins, aunts, or uncles).</p> <p>Where an Employee requires additional compassionate leave to fulfil cultural requirements or to travel interstate or overseas, paid special leave may be granted upon application to the Delegate.</p>		

3.2 Jury service/Court attendance

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Jury Service/Court Attendance	All Employees except those on casual appointments.	As necessary.	An Employee performing jury service or attending court as a witness will be granted leave upon production of a certificate from the Sheriff's Office or	Supervisor	<p>Verbal notice on the day absence commences.</p> <p>A leave application must</p>	<p>Online utilising HR Self Service.</p> <p>A hard copy certificate of attendance must be sighted by the</p>

			relevant court officer indicating attendance.		be made immediately following return to work.	Supervisor prior to approving the leave and forwarded to the People Portfolio for record keeping.
			Any payment received by the Employee for Jury Service and/or witness duty, should be paid to the University.			

3.3 Major sporting competitions

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Major Sporting Competitions	All Employees except those on casual appointments.	Paid leave of up to five working days per annum.	For Australian representation at State or National level as player or coach. Documentary evidence of selection is required.	Supervisor	Two weeks.	Online utilising HR Self Service. A hard copy notice of selection must be sighted by the Supervisor prior to approving the leave and forwarded to the People Portfolio for record keeping.

3.4 Defence reserve forces

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Defence Reserve Forces	All Employees except those on casual appointments.	Attendance at annual training camps, classes or courses. Up to 16 calendar days or up to 18 days where certified by the commanding officer.	Authorised Training Notice to be supplied.	Supervisor	Two weeks.	Online utilising HR Self Service. A hard copy training notice must be sighted by the Supervisor prior to approving the leave and forwarded to the People Portfolio for record keeping.

3.5 Trade union training leave

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Trade Union Training Leave	All Employees except those on casual appointments.	Five working days each year on normal salary. Additional five	An Employee may be granted up to five working days leave on ordinary rates each calendar year (noncumulative) to attend trade union training courses and seminars, provided that the University is not involved in any other costs except for	Supervisor	Two weeks.	Online utilising HR Self Service. A hard copy notice of registration must be sighted by the

Office Bearers or Elected Representatives.	days each year.	<p>the payment of extra remuneration where relieving arrangements are instituted to cover the absence of the Employee. The Employee is required to provide documentary evidence of the registration for the course/seminar.</p> <p>In addition to the leave entitlement provided, an Employee who is an office bearer or elected representative of a trade union covered by the Enterprise Agreement may be granted up to a further five days leave each calendar year (non-cumulative) to conduct official union business such as meetings of State or National union bodies which require the attendance of the Employee.</p>		Supervisor prior to approving the leave and forwarded to the People Portfolio for record keeping.
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3.6 Emergency attendance

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Emergency Attendance	All Employees except those on casual appointments.	As required, subject to approval.	Officers who are members of the State Emergency Service, voluntary members of local firefighting units, auxiliaries of fire brigades, Honorary Ambulance Officers and St John Ambulance volunteers.	Supervisor	As required.	Online utilising HR Self Service.

3.7 Election

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Election	All Employees except those on casual appointments.	Total period not exceeding two months.	When contesting a Federal, State or Local Government election, leave may be debited from accrued annual leave or long service leave, or taken without salary.	Supervisor	Four weeks.	Online utilising HR Self Service.

3.8 Time off in lieu of overtime

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Time Off In	Professional	Up to 72 hours of time in	Time off in lieu is	Supervisor	Two weeks.	Online utilising

Lieu of Overtime	Employees up to and including Salary Level 10, except those on casual appointments.	<p>lieu of overtime may be accrued within a six month period.</p> <p>Where a professional Employee is unable to take the leave within the 12 month period, the balance is able to be paid out on application at the rate that applied at the time the overtime was worked.</p>	<p>calculated on an hour for hour basis.</p> <p>Overtime must be approved prior to time worked.</p> <p>Leave must be taken within 12 months of the day on which the overtime was worked, unless the balance is paid out on application.</p> <p>Applications for leave in lieu of overtime must state the date(s) and time(s) overtime was worked.</p>	Chief People Officer for the payment of the time off in lieu.		HR Self Service.
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3.9 Leave without pay

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Leave without pay	All Employees except those on casual appointments.	As approved up to a maximum of two years.	<p>Leave without pay is a special provision which may be granted on infrequent occasions to an Employee's particular need. Leave without pay may be approved for any of the following reasons:</p> <ul style="list-style-type: none"> for enhancing the Employee's academic or industrial experience which will provide real benefits to the University; for personal development purposes; on compassionate 	<p>Supervisor for periods of less than 4 weeks.</p> <p>Category 4 Delegate or above for periods up to and including six months.</p> <p>Category 2 Delegate or above for periods of more than six months and up to two years (note that leave of this duration is regarded as exceptional).</p>	<p>Two weeks notice for leave less than 10 days.</p> <p>Six weeks notice for leave 10 days or longer.</p>	Online utilising HR Self Service.

			<p>grounds (and</p> <p>ate or carer's leave is not available) and the Employee wishes to preserve available annual leave and long service credits;</p> <ul style="list-style-type: none"> an absence caused by ill- health, where personal leave entitlements have been exhausted and the Employee wishes to preserve annual leave and long service leave credits; personal reasons, where good and sufficient reasons exist for the leave (this example could be inclusive of transgender reassignmen t surgery). <p>In all cases, approval is subject to the convenience of the University.</p> <p>For periods of leave of more than six months, the following apply:</p> <ul style="list-style-type: none"> The 		
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				<p>Employee will be required to use available long service leave credits in excess of 18 weeks, where the leave is for personal reasons, unless otherwise approved.</p> <ul style="list-style-type: none"> • An Employee will be paid or must exhaust all annual leave entitlements prior to commencing leave, unless due to exceptional circumstances this is waived by the Delegate. • Approval will be subject to the Supervisor confirming that satisfactory alternative arrangements can be made to meet the needs of the faculty or section during the absence. • There will be no expectation that the Employee will return to the position held prior to taking leave (with the exception of parental or carer's 		
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leave). The Employee is entitled to be placed in a position with no less salary classification

Periods of leave without pay have the following effects on other entitlements:

- Unpaid leave up to a period of one month will be recognised as service, for the purpose of calculating eligibility for long service leave, annual leave and personal leave. Periods in excess of one month will not be recognised as service for leave purposes.
- The increment date will be deferred by a period equivalent to the whole period of leave without pay where the period of leave is in excess of one month (for a period of up to one month, the Employee's increment date will not be changed).

- The period of absence without salary in excess of one month will not count as service for the accrual of annual leave in that calendar year. Annual leave loading will be adjusted in the same way.
- Where leave has been granted due to incapacity, and WorkCover compensation is paid, annual leave accrual is not affected.
- The anniversary date on which an Employee becomes eligible for a further grant of personal leave will be deferred by a period equivalent to the whole period of leave without pay.
- Where unpaid leave has been granted due to ill-health or injury, for periods up to three months, this period will be recognised as service, for the

			<p>purpose of calculating eligibility for long service leave, annual leave and personal leave. Periods in excess of three months will not be recognised as service for leave purposes.</p> <ul style="list-style-type: none"> • Employees on unpaid leave before and after a public holiday are not entitled to payment for those hours. • Employees on Short Term Unpaid Leave during Christmas closedown period, are entitled to be paid for their standard hours on the University concessional days that fall between 25 December and 1 January. <p>Employees contemplating leave without pay should discuss their superannuation options with the Superannuation Officer.</p>			
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3.10 Worker's compensation

Category	Eligible	Entitlement	Conditions	Authorising	Minimum	Application
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	Employees			Officer	Notice	Process
Worker's Compensation	All PAYG Employees	Unlimited - dependent upon Work Cover granting the claim	<p>First 26 weeks granted. For more information refer to Workers Compensation and Rehabilitation Act 2003.</p> <p>All leave accruals such as personal leave, annual leave, long service leave and incremental progression are not affected.</p>	Category 4 Delegate or above.	Not applicable.	Submission of worker's compensation medical certificate.

3.11 Special leave

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Special Leave	All Employees except casuals	Negotiable	<p>Where an Employee has exhausted their entitlements to paid leave, a further period of paid or unpaid special leave, for reasons including but not limited to matters relating to cultural and ceremonial purposes, or transgender reassignment surgery, may be granted upon application to the Delegate.</p> <p>In exceptional circumstances, which may include Family and Domestic Violence, the Delegate may approve special paid or unpaid leave where entitlements to paid leave have not been exhausted.</p>	Category 2 Delegate or above.	As soon as practical.	In consultation with People Portfolio (People Partnerships Team).

3.12 Cultural and ceremonial leave

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Cultural and Ceremonial Leave	All Aboriginal or Torres Strait Islander Employees (excluding casuals) for the purposes of fulfilling ceremonial obligations.	Paid leave up to a maximum five working days and Unpaid leave up to ten working days, per calendar year.	<p>Aboriginal and Torres Strait Islander Ceremonial Obligation means an obligation that may be 'traditional' or 'urban' in nature and may include initiation, birthing and naming, funerals, smoking or cleansing and sacred site or land, sea or sky ceremonies.</p> <p>Fractional Employees are entitled to leave on a pro-rata basis. An Employee may elect to use annual leave in lieu of any unpaid leave granted for this purpose.</p>	Paid and unpaid leave - Supervisor.	As soon as practical.	Online utilising HR Self Service.

			Employees may be required to provide supporting documentation or evidence when requesting access to leave.			
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3.13 Family and Domestic Violence leave

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process
Family and Domestic Violence Leave	All Employees including casuals	<p>Paid leave up to a maximum of 10 working days within a 12-month period.</p> <p>Special Leave can be negotiated as required.</p>		Chief People Officer	As soon as practical.	In consultation with People Portfolio (People Partnerships Team).

4 Delegated Responsibilities

Approver	Level of Delegation
Supervisor	Approval of annual leave.

5 References

Nil.

6 Schedule Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Position Establishment and Evaluation Policy
Approved Date	12/5/2023
Effective Date	12/5/2023
Review Date	3/4/2024

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Relevant Legislation	Enterprise Agreement
	National Employment Standards - Fair Work Ombudsman
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Employee Family and Domestic Violence Support Procedure
	Leave of Absence Procedure
Related forms, publications and websites	People Portfolio website
	Absence Request Form
Definitions	Terms defined in the Definitions Dictionary
	Delegate (noun)
	Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.
	Employee
	A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.
	Enterprise Agreement
	University of Southern Queensland Enterprise Agreement 2023-2026.
	Family and Domestic Violence
	Family and Domestic Violence means violent, threatening or other abusive behaviour by certain individuals known to an Employee that both seeks to coerce or control the Employee, and causes them harm or fear.
	Procedure
	An operational instruction that sets out the process to operationalise a Policy.
	University

	The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this schedule only
	<p>Supervisor</p> <p>Any person responsible for leading the activities of others. In the context of this procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p> <p>Short Term Unpaid Leave</p> <p>Unpaid leave taken in the pay period immediately before or after the Christmas closedown period.</p>
Keywords	Leave, compassionate leave, special leave, cultural and ceremonial leave, worker's compensation, leave without pay, time off in lieu, TOIL, election leave, emergency attendance, trade union, defence leave, reserve forces leave, major sporting leave, jury service, court attendance, jury duty, Family and Domestic Violence
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