

Leave of Absence Procedure



1 Purpose

To outline the categories of leave and the associated entitlements and absence provisions available to Employees.

2 Scope

This Procedure applies to eligible Employees in accordance with the conditions and entitlements outlined in the relevant schedule.

3 Procedure Overview

This Procedure details the conditions and entitlements relating to leave of absence.

4 Procedures

4.1 Categories of leave

The following categories of leave are available at the University and are outlined in the relevant Schedule:

Category of Leave	Schedule
Annual	Annual Leave Schedule
Personal Carer's	Personal and Carer's Leave Schedule
Parental	Parental Leave Schedule
Long Service Leave	Long Service Leave Schedule
Compassionate Jury Service and Court Attendance Major Sporting Competitions Defence Reserve Forces	Other Leave Schedule

Trade Union Training Leave	
Emergency Attendance	
Election	
Time Off In Lieu of Overtime	
Leave without Pay	
Worker's Compensation	
Special	
Cultural and Ceremonial Leave	
Domestic and Family Violence Leave	

4.2 End of year arrangements

During closure of the University between 25 December and 1 January in the following year inclusive, the University will not require an Employee to utilise annual leave entitlements during this closure period.

4.3 Gazetted show holidays

An Employee will not normally be scheduled to attend work on another campus on the gazetted show holiday for their base campus and suitable arrangements should be made as early as possible to permit this to occur.

However, in instances where this is unavoidably required due to the operational and service provision requirements of the particular work area, the following arrangements will apply:

- For professional Employees, the Employee will be paid at 250% of the ordinary rate in accordance with Clause 42.1.2(e) of the USQ Enterprise Agreement.
- For academic Employees, the Supervisor and Employee must identify an alternative leave day at a mutually agreed time, normally within the following three month period. For example, if a University Springfield Employee is scheduled to work at the Toowoomba Campus on the Ipswich gazetted show holiday, the Employee and their Supervisor must mutually agree on a suitable substitute day of leave. Employees are not required to utilise annual leave entitlements for this substitute day.

4.4 How to apply for leave

An Employee request for a leave of absence must be approved by the Delegate to achieve minimum disruption to the operations of the University. Employees must apply for leave using HR Self Service for categories available online and the Absence Request Form for categories not available online.

All applications for leave require the approval of the Supervisor or other Delegate as outlined in the relevant schedule.

All completed paper-based Absence Request forms must be forwarded to Human Resources for processing.

4.5 Absence from duty

Where an Employee is absent without prior notice and approval from the University, the Employee must notify their Supervisor as soon as is practicable. The Employee will be required to advise the Supervisor of the nature and estimated length of the absence.

Where an Employee's absence extends past the length of absence advised to the University, the Employee will notify the Supervisor of any changes.

Failure by an Employee to advise the University of the reason for any absence of more than 10 sequential working days will be considered to be abandonment of employment, and the Employee will thereby be deemed to have terminated the Employee's employment. Refer to the Termination of Employment Procedure.

4.6 Leave records

Leave records will be maintained on the Human Resources Management System by Human Resources. Employee leave records will be retained in accordance with the General Retention and Disposal Schedule (GRDS) issued by Queensland State Archives.

5 Delegated Responsibilities

Approver	Level of Delegation
Supervisor	Approval of annual, personal, carer's, compassionate (including extended close relative definition), long service, jury service, major sporting competitions, defence, workplace relations, emergencies, election, TOIL, leave without pay less than four weeks.
Category 4 Delegate or above	Approval of parental (including special conditions relating to parental (Maternity))

	leave), leave without pay more than four weeks and up to six months, workers compensation.
Category 3 Delegate or above	Approval or otherwise of special leave.
Category 2 Delegate or above	Approval of leave without pay more than six months and up to two years.

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Subordinate Schedules	Annual Leave Schedule Long Service Leave Schedule Other Leave Types Schedule Parental Leave Schedule Personal and Carer's Leave Schedule
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	17/4/2019
Effective Date	17/4/2019
Review Date	3/4/2022
Relevant Legislation	Fair Work Act 2009 USQ Enterprise Agreement Workers Compensation and Rehabilitation Act 2003

Related Policies	Salaries, Classifications and Entitlements Policy
Related Procedures	Recognition of Prior Service Procedure Termination of Employment Procedure
Related forms, publications and websites	Absence Request Form General Retention and Disposal Schedule (GRDS)
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Delegate (noun)</p> <p>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.</p> <p>Domestic and Family Violence</p> <p>Domestic and Family Violence behaviour includes, but is not limited to, physical or sexual violence, emotional or psychological abuse, financial abuse or any behaviour that is threatening or coercive or in any other way controls or dominates an individual which causes safety or well-being concerns for that individual.</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ 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.</p> <p>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p>USQ Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p> <p>Definitions that relate to this procedure only</p>

	<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>Keywords</p>	<p>Annual, personal, sick, parental, carer's, compassionate, long service, leave, professional development, Employee exchange, jury service, major sporting competitions, defence forces, workplace relations, emergencies, election, leave without pay, worker's compensation, special, cultural and ceremonial, Domestic and Family Violence</p>
<p>Record No</p>	<p>13/356PL</p>