

Personal and Carer's Leave Schedule



1 Purpose

To outline the personal and carer's leave 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 Employees excluding casual Employees.

3 Schedule

Eligible Employees will be provided with a clear understanding of personal and carer's leave entitlements.

3.1 Personal leave

Entitlement	Conditions	Minimum Notice	Application Process
<p><i>Full-Time Employees:</i> 10 days on full pay per year (excluding public holidays)</p> <p><i>Fractional Employees:</i> Proportion of 10 days based on hours worked.</p>	<p>Personal leave can be utilised in the following circumstances:</p> <ul style="list-style-type: none">• absence through personal illness or injury, or• subject to the Employee being primarily responsible for the care and support for members of their immediate family or members of their household, when they are ill, injured, require ongoing care and assistance due to disability, frailty, chronic illness or pain or there is an unexpected emergency affecting their immediate family (after an Employee	<p>Verbal Notice on the day illness commences. An online absence request is to be submitted as soon as possible, or immediately following return to work.</p>	<p>Online utilising HR Self Service</p> <p>A hard copy medical certificate for leave in excess of three days must be sighted by the Supervisor prior to approving the leave and forwarded to the People Portfolio for record keeping.</p>

has utilised their three days carer's leave entitlement per calendar year - see Carer's Leave).

Applications for personal leave of longer than three days must be accompanied by a medical certificate or statutory declaration stating the illness of the person concerned. In accordance with the Australian Medical Association's Guidelines for Medical Practitioners on Medical Certificates Certifying Illness, certificates must be dated on the day on which they were written and not be backdated, unless there is a medical condition which enables the medical practitioner to certify that a period of illness occurred prior to the date of examination. Where a backdated certificate is presented, additional evidence of illness may be sought from an Employee.

Personal leave will be cumulative in advance during the first year of service.

For appointments of less than one year, the leave in proportion to the amount of personal leave of a full-time Employee will be available in advance.

Overtime taken as time off in lieu to care for members of immediate family or household, during ordinary hours, will be taken at the ordinary rate, that is an hour for each hour worked. Alternatively, an Employee may elect, with the consent of the University, to work 'make-up time', under which the Employee takes time off during ordinary hours and works those hours at a later time during the spread of ordinary hours.

Personal leave without pay may be taken when:

- leave relates to an absence caused by ill-health and personal leave entitlements have been exhausted, and

	<ul style="list-style-type: none"> the Employee wishes to preserve annual leave and long service leave credits. <p>When personal leave without pay is granted the conditions outlined in the University of Southern Queensland Enterprise Agreement apply.</p>		
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3.2 Carer's leave

Entitlement	Conditions	Minimum Notice	Application Process
<i>Employees are entitled to three days leave per calendar year (non cumulative) for absences to provide care and support for members of their immediate family or members of their household, when they are ill, injured, require ongoing care and assistance due to disability, frailty, chronic illness or pain or there is an unexpected emergency affecting their immediate family.</i>	<p>Where an Employee has utilised their three days carers leave entitlement per calendar year, Employees may use any accrued personal leave for absences.</p> <p>Employees may elect to use accrued annual leave, or take time off in lieu of overtime, or take leave without pay, with the consent of the University.</p>	As soon as practicable prior to the absence, or verbal Notice on the day the illness commences.	Online utilising HR Self Service

4 Delegated Responsibilities

Approver	Level of Delegation
Supervisor	Approval of personal and carer's leave.

5 References

Nil.

6 Schedule Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure

Policy Suite	Salaries, Classifications and Entitlements Policy
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	
Related Policies	
Related Procedures	Leave of Absence Procedure
Related forms, publications and websites	Australian Medical Association's Guidelines for Medical Practitioners on Medical Certificates Certifying Illness Leave of Absence Form
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>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>Notice</p> <p>A Notice from the University is a document, whether physical or electronic. A Notice may be: given by hand to the addressee or delivered to the address provided by the addressee to the University; or sent by registered or pre-paid mail to the address provided by the addressee to the University; or sent by electronic communication to the University-issued email account provided by the University to a Student during the period of Enrolment until the completion of their program; or sent by electronic communication to the email address provided to the University by an addressee not enrolled at the University. A Notice is taken to be received if: given by hand to the addressee or delivered to the address provided to the University by the addressee; or sent by registered or pre-paid mail - three University Business Days after the date of posting; or sent by electronic</p>

communication - at the time that would be the time of receipt under the Electronic Transactions Act 1999 or its succeeding legislation. A Notice that would be deemed to have been received out of business hours or on a non-University Business Day will instead be deemed received on the next University Business Day.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

Definitions that relate to this schedule only

Supervisor

Any person responsible for leading the activities of others. In the context of this schedule, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees

Keywords

Personal leave, carer's leave, leave

Record No

15/2935PL