

Remuneration, Recognition and Benefits – Leave

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1.0 Purpose

This procedure provides information on and sets out processes for the leave entitlements and arrangements for University and public holiday.

2.0 Scope

This procedure applies to all employees of the University but does not apply to casual professional staff or sessional academic staff unless there is an express reference to casual or sessional staff entitlements. Employees that are employed through an individual contract will have leave provision expressly defined in their contract of employment.

3.0 Procedure

It is a condition of employment that all absences are authorised appropriately. Employees accessing any type of leave must provide the University with notice of their absence as soon as is reasonably practicable and must provide any required documentation.

For the purposes of this procedure and unless otherwise stated, leave accrues for and will be taken by employees in part-time and periodic employment on a pro rata basis.

The University may direct an employee to take annual leave if required to reduce excessive leave balances.

Leave entitlements are accrued for the personal use of an employee during their employment with the University. Accordingly, unused leave entitlements are not transferrable between:

- employees; or
- the University and other employers.

3.1 Types of Leave

Employees that are covered by the prevailing EA are entitled to a range of leave types as outlined in Clause 33 – 39.

- Annual Leave
- Sick Leave
- Long Service Leave

- Family and Special Circumstances Leave
- Special Circumstances
- Parental Leave
- Partner Leave
- Bereavement Leave
- Jury Service and Court Attendance Leave
- Reserve Forces Leave
- Emergency Services Leave
- Workplace Relations Training Leave
- Family and Domestic Violence Leave
- Australian Aboriginal and Torres Strait Islander Cultural Obligations Leave
- Gender Affirmation Leave

Employees engaged on an individual contract will have access to leave types that are outlined in their individual employment contract.

3.2 Purchase Annual Leave

An employee may request to purchase additional annual leave. The University will, at its discretion, approve a request to purchase annual leave where the arrangement will not adversely affect the operational and performance requirements of the applicant's position. The employee must account and utilise any excessive leave as part of this arrangement.

3.3 Managing Excessive Annual Leave

Staff are required and encouraged to take their annual and long service leave entitlements as leave on an annual basis.

Staff who have an annual leave balance that is considered to be excessive (i.e. greater than 40 days), may be requested to address the excess balance through future booking leave and/or seek approval to cash out leave.

In circumstances where the leave balances are not being addressed by the employee, the University may direct an employee to utilise their excess leave in accordance with the relevant EA.

3.4 Leave Without Pay

Leave without pay is a period of approved unpaid leave from the University.

A staff member who is eligible to access Federal Government funded Dad and Partner Pay is entitled to up to two weeks of leave without pay and is not required to have exhausted their paid leave credits.

In all other circumstances, leave without pay will only be approved if the operations of the area will not be disrupted by the leave being granted and where the staff member has no other paid leave entitlements.

A Manager can approve a staff member's leave without pay for periods of up to four weeks.

Leave without pay greater than four weeks must be approved by a Head of Element. Following approval by their Head of Element the staff member must provide their approved leave without pay form to payroll@griffith.edu.au.

Only in exceptional circumstances, and with the prior approval of the Director, Human Resources will a staff member be allowed to take leave without pay while they have other paid leave entitlements available.

Leave without pay will not normally be granted for a period in excess of two years. A period of leave without pay in excess of two years may only be granted at the discretion of the Director, Human Resources and in consultation with the relevant Head of Element.

Staff are not entitled to undertake any type of paid work for the University whilst on leave without pay, including casual employment, without approval from the Director, HR.

3.5 University Holidays and Public Holidays

The University will identify a minimum of three working days in December each year as a University closure for general operation.

Employees not required for duty will be granted University holidays during this period. University holidays are ex gratia and not debited against other accrued leave entitlements.

The University will publish which days are identified as University holidays at least 6 weeks prior to the leave days taking effect. Employees required for duty on any of the University holidays will be granted the equivalent number of substitute days off within the following year.

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

Domestic / family violence means behaviour by a person towards another person with whom they are or have been in a domestic or family relationship that:

- is physically or sexually abusive
- is emotionally or psychologically abusive
- is economically abusive
- is threatening
- is coercive
- in any other way controls or dominates the second person and causes the second person to fear for the second person's safety or wellbeing or that of someone else.

Excessive leave means leave balances that are greater than:

- 40 days for annual leave
- 15 weeks for long service leave.

NES means the National Employment Standards in the Fair Work Act 2009 (Cth).

University means Griffith University.

For advice and support contact policy@griffith.edu.au for Governance and Operational policy documents.

5.0 Information

Title	Remuneration, Recognition and Benefits – Leave Procedure
Document number	2023/0001121
Purpose	This procedure provides information on and sets out processes for the university's leave and public holiday arrangements.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 4: Quality Education
Approval date	October 2023
Effective date	October 2023
Review date	2026
Policy advisor	Head of Operations and Systems
Approving authority	Director, Human Resources

6.0 Related Policy Documents and Supporting Documents

Legislation	Anti-Discrimination Act 1991 (Qld) Carer Recognition Act 2010 (Cth) Fair Work Act 2009 (Cth)
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Industrial Relations Act 2016 (Qld)
Jury Act 1995 (Qld)
Work Health and Safety Act 2011 (Qld)

Policy **Remuneration and Benefits Policy**

Procedures N/A

Agreements **Griffith University Academic Staff Enterprise Agreement**
Griffith University Professional and Support Staff Enterprise Agreement

Forms N/A
