

Overview

As part of its commitment to the local community, the University may grant leave (with or without pay) to any staff member who is called upon as a member of either a State Emergency Service, NSW Rural Fire Service, Defence Reserve, search and rescue unit or other similar volunteer service, in the event of a civil emergency or disaster.

Policy

13.08.01 Emergency Services Leave may be approved in the following circumstances:

the staff member is a member of an emergency service organisation or other volunteer service performing similar functions; and

there has been an official request for the staff member to assist in the emergency/disaster; and

the staff member ensures that the University is informed as early as possible of the reason for the absence and its likely length; and

the Head of School/Unit can reasonably release the staff member from duty to assist in responding to the emergency/disaster.

13.08.02 In the event of an emergency or disaster, the University will provide up to three (3) days' paid Emergency Services Leave on each occasion.

13.08.03 Where the emergency/disaster is likely to require attendance for more than three (3) days, the Director, Human Resource Services, will consider the benefit to the local community and determine whether the University will provide paid or unpaid leave, and for what period after the initial three days.

13.08.04 In such cases, the staff member should contact Human Resource Services as soon as practicable to ascertain whether paid or unpaid leave will be approved.

13.08.05 Where paid leave is not approved, the staff member may apply for Annual Leave or Long Service Leave or to take a period of Leave Without Pay.

13.08.06 Where the staff member is required to attend the emergency/disaster for more than three days, the staff member must provide written confirmation of this on return to work.

- 13.08.07** Should the emergency/disaster occur when the staff member is already on a period of other approved leave or public holiday, the staff member will not be eligible to convert such leave to Emergency Services Leave.
- 13.08.08** A staff member on Sick Leave or with an active workers' compensation claim will not be eligible for Emergency Services Leave.

Procedures

- 13.08.09** The University recognises the staff member's need to respond quickly in the event of an emergency or disaster. Accordingly, the University does not require any information at this time other than advice to the supervisor, or other staff member (in the absence of the supervisor), that the staff member is leaving to attend an emergency/disaster.
- 13.08.10** If the nature and timing of the emergency prevent staff from coming to work, they must advise the University of their involvement at the first reasonable opportunity.
- 13.08.11** Applications must be made as soon as possible following the staff members return to work, either:

on the Multipurpose Leave Form (13.01a), or

applied for on-line through the HR WebKiosk (where available).

All emergency services Leave applications must be submitted to the supervisor, to the Head of School/Unit for approval and forwarded to Human Resource Services with official documentation.

- 13.08.12** Applications for up to three (3) days' leave will be approved by the Head of School/Unit; more than three days by the Director, Human Resource Services.

Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

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