

Overview

Family and Community Leave supports the University's commitment to diversity and flexibility in the workplace. It is provided for the purposes of family/carer leave, compassionate and bereavement leave, and religious and cultural leave.

Policy

Entitlement

13.06.01 A full-time staff member will be credited with ten (10) days non-cumulative Family and Community leave, for the mixed purposes of family/carer leave, compassionate/bereavement leave, religious and cultural leave.

13.06.02 Part time staff will receive the pro rata equivalent.

13.06.03 Casual staff, including students, are not eligible for Family and Community Leave.

13.06.04 Fixed-term staff will receive a pro rata entitlement based on the length of their contract.

13.06.05 Family and Community Leave will be credited on 1 January each year. Staff in their first year of service will receive a pro rata credit based on their date of appointment.

13.06.06 Family and Community leave is available where a staff member is unable to attend work because of:

unexpected family/carer responsibilities including caring for an ill or incapacitated child (including an adult child, grandchild, adopted child, step child or child for whom the staff member is a legal guardian or equivalent), spouse, partner (including same sex partner), former spouse or partner, parent, parent in-law, grandparent, sibling or other family or household member; and

providing care during the unexpected temporary absence of the usual carer, including during the unexpected closure of a child's School, e.g. bomb threat, water disruption. (This would not normally include teachers' strikes notified in advance in writing by the school or in the press.); or

bereavement/compassionate reasons on account of the death of a staff member's spouse, partner (including same sex partner), parent, grandparent, grandchild, child, sibling, people of importance in the member's culture, or other reasons of a compassionate nature given in writing and accepted by the University;

religious, ceremonial and/or cultural reasons such as attendance or participation in particular religious, ceremonial or cultural activities. Activities may include: undertaking the observances of a religion followed by the staff member, or where, a staff member is a member of an Aboriginal or Torres Strait Islander community, participating in the ceremonial and cultural life of that community.

- 13.06.07** A further two days of unpaid Family and Community Leave per occasion will be available in the event of an unexpected emergency for staff members who have exhausted their Family and Community Leave entitlement or are casual.
- 13.06.08** In the event that a staff member has exhausted their Family and Community leave an additional two days of paid compassionate/bereavement leave per occasion will also be available to staff members.
- 13.06.09** Requests for Family and Community Leave must be given in writing with reasonable notice and accepted by the University.
- 13.06.10** Staff will not normally take more than three (3) days of Family and Community Leave for any one event. Where staff need to take more than three days of Family and Community Leave, however, they will provide the University with a medical certificate or other relevant documentation confirming the reason for the leave.
- 13.06.11** Requests for Bereavement Leave needs to be supported by such documentation as a death notice or obituary for bereavement.
- 13.06.12** The minimum period of leave which will be recorded is half of the staff member's ordinary working day. Periods of leave of less than half a day should be managed flexibly within the work area.
- 13.06.13** A staff member will not be entitled to convert a period of Annual or Long Service Leave to Family and Community Leave.

Procedures

- 13.06.14** A staff member who is unable to attend work due to the need to take Family and Community leave will inform their supervisor or Head of School as soon as practicable, stating the nature of the leave requested and the estimated duration of the absence.
- 13.06.15** If leaving work due to the need to take Family and Community leave, a staff member will inform their supervisor or Head of School before doing so, unless there are extenuating circumstances rendering this impossible.
- 13.06.16** Applications must be made

on the Multipurpose Leave Form (13.01a), submitted through the supervisor, to the Head of Cost Centre forwarded to Human Resource Services for recording; or

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

and must state the reason for the leave in sufficient detail for a determination on eligibility to be made. Other documentation as appropriate must be attached.

13.06.17 Where leave is not approved, the Head of Cost Centre must advise the staff member as soon as possible.

Further Information

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

References

Anti-Discrimination Amendment (Carers' Responsibilities) Act 2000

<i>Approved Vice-Chancellor:</i>	<i>27 May 2007</i>
<i>RMO Document No.:</i>	<i>D03/367</i>
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