

# LEAVE AND WELLBEING POLICY

## SCOPE

Staff at the Australian campuses sites and centres of the University.

## POLICY STATEMENT

This policy demonstrates the University's commitment to supporting the health and wellbeing of staff.

We are committed to supporting your health and wellbeing in our ambition to be Excellent, International, Enterprising and Inclusive.

Your work environment should be supportive, positive and promote a healthy lifestyle. We support initiatives to promote your mental and physical wellbeing and encourage you to adopt and maintain a productive and healthy lifestyle within and outside the workplace.

Our Enterprise Agreement provides generous leave and related provisions to assist you to achieve a healthy life balance and to balance your family, professional and personal needs. You are encouraged to make use of these benefits, including to take breaks away from the workplace to maintain your physical and mental health.

We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms

## DEFINITIONS

Enterprise Agreements	<p>The Enterprise Agreement means the:</p> <ul style="list-style-type: none"> <li>• <a href="#">Monash University Enterprise Agreement (Academic &amp; Professional Staff) 2019</a> or the</li> <li>• <a href="#">Trades and Services staff (Building and Metal Trades staff) 2009</a> or the</li> <li>• <a href="#">Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005</a></li> </ul> <p>as applicable to the staff member in accordance with their contract of employment.</p>
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## GOVERNANCE

Supporting procedures	<ul style="list-style-type: none"> <li>• <a href="#">Types of Leave - All leave</a></li> <li>• <a href="#">Annual leave</a></li> <li>• <a href="#">Behaviours in the Workplace</a></li> <li>• <a href="#">Career break leave</a></li> <li>• <a href="#">Defence Force Reserve leave</a></li> <li>• <a href="#">Employee Assistance</a></li> <li>• <a href="#">Family violence support (inc.leave)</a></li> <li>• <a href="#">Long service leave</a></li> <li>• <a href="#">Occupational Health and Safety</a></li> <li>• <a href="#">Pre-natal and parental leave</a></li> <li>• <a href="#">Sick and carer's leave</a></li> <li>• <a href="#">Special leave</a></li> <li>• <a href="#">Reasonable workplace adjustments</a></li> <li>• <a href="#">WorkCover</a></li> </ul> <p><b>Associated Documents</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Focus Monash</a></li> <li>• <a href="#">Occupational Health and Safety</a></li> </ul>
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	<ul style="list-style-type: none"> <li>• <a href="#">University Counselling Service</a></li> </ul>
Supporting schedules	
Associated policies	<ul style="list-style-type: none"> <li>• All <a href="#">University policies</a></li> </ul>
Policy owner	Director, Workplace Relations
Legislation mandating compliance	<ul style="list-style-type: none"> <li>• <a href="#">Fair Work Act 2009 (Cth)</a></li> <li>• <a href="#">Accident Compensation Act 1985</a></li> <li>• <a href="#">Workplace Injury Rehabilitation and Compensation Act 2013</a></li> <li>• <a href="#">Disability Discrimination Act 1992 (Cth)</a></li> <li>• <a href="#">Occupational Health and Safety Act 2004</a></li> <li>• <a href="#">Privacy and Data Protection Act 2014</a></li> <li>• <a href="#">Family Violence Protection Act 2008 (Vic)</a></li> </ul>
Category	Human Resources
Approval	Chief Operating Officer & Senior Vice-President
Endorsement	Chief Human Resources Officer
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Content enquiries	<a href="#">Ask.Monash</a> or phone Monash HR on (03) 990 20400