

TYPES OF LEAVE (ALL) PROCEDURE

SCOPE

This procedure applies to all continuing and fixed-term staff at Monash University, herein collectively referred to as 'you' for the purpose of this procedure. It does not apply to unpaid adjunct appointees or honorary appointees, or to casual sessional staff except where eligible for leave.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) or the [Trades and Services staff \(Building and Metal Trades staff\) 2009](#) or [Trades and Services staff \(Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff\) 2005](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

Eligible staff of the University ('us', 'our' or 'we') accrue leave entitlements in accordance with the relevant enterprise agreement.

This procedure provides information on the different types of leave available to staff and how to apply for leave. It refers staff to supplementary procedures on applying for annual leave, long service leave, sick leave, parental leave, special leave, family violence leave, Defence Reserve Forces leave and study leave or to the appropriate clause in the relevant workplace agreement for information on leave management, entitlements and eligibility.

Where a staff member is employed on a part-time basis, the staff member shall receive the paid leave entitlement on a pro-rata basis.

1. How to apply for leave

1.1 To apply for leave, you are required to:

- discuss the proposed leave with your supervisor;
- submit a leave request using [ESS](#) wherever possible or complete an [Application for Leave and Special Leave \[Online\]](#) form for all other types of leave; and
- submit the form to your supervisor in a timely manner, with any supporting evidence as required.

1.2 Your supervisor is required to:

- approve or decline a **planned** leave request within a reasonable timeframe, but not later than the start of the proposed leave; or
- approve or decline an **unplanned** leave request immediately after the absence and;
- arrange for the leave request to be considered by additional approvers (if required). Please see the relevant procedure below for authorisation requirements.

1.3 Where your supervisor does not approve or decline an ESS leave request within 21 days of submission by you, it will be removed from the system. You will be sent a notification requesting you to resubmit the leave.

1.4 Specific instructions for applying for annual leave, sick and carers leave, parental leave, long service leave, Defence Reserve Forces leave, special leave, family violence leave and study leave are outlined in the relevant detailed procedure listed below.

2. Types of leave

2.1 The following are the types of leave that you may be eligible to apply for if you are covered by one of our Enterprise Agreements (EAs).

Type of Leave	Academic and Professional Staff (A&PS)	Trades and Services Staff
Annual leave	Annual Leave Procedure	Annual Leave Procedure
Arbitration leave	Clause 44.3 and 44.4 of the A&PS EA	Schedule 3(o) and Schedule 6, 4.3 of the Building and Metal Trades staff (BMT) EA and Schedule 3(p) of the Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff (CRCCM) EA
Blood donor leave	Clause 44.5 of the A&PS EA	Schedule 3(j) of the BMT EA and Schedule 3(j) of the CRCCM EA
Ceremonial leave	Clause 44.6 - 44.8 of the A&PS EA	Schedule 3(q) and Schedule 6, 4.1 of the BMT EA and Schedule 3(r) of the CRCCM EA
Compassionate leave	Clause 44.9-40.11 of the A&PS EA. Your supervisor may approve extended compassionate leave up to a total period of 5 days. For periods greater than this, approval must be obtained from the Head of Unit and Dean or Executive Director.	Schedule 3(j) of the Trades and Services BMT EA and Schedule 3(k) of the CRCCM EA. Your supervisor may approve extended compassionate leave up to a total period of 5 days. For periods greater than this, approval must be obtained from the Head of Unit and Dean or Executive Director.
Court appearance leave	Clause 44.12 , and 44.13 of the A&PS EA	Schedule 3(k) of the BMT EA and Schedule 3(l) of the CRCCM EA
Defence Reserve Forces leave	Defence Reserve Forces Leave Procedure	Defence Reserve Forces Leave Procedure
Election leave	Clause 44.15 of the A&PS EA	Schedule 3(r) and Schedule 6, 4.3 of the BMT EA and Schedule 3(s) of the CRCCM EA
Family violence leave	Clause 44.16 and Clause 51 of the A&PS EA Family Violence Support Procedure	Family Violence Support Procedure
Firefighting and emergency assistance leave	Clause 44.17 and 44.18 of the A&PS EA	Schedule 3(g) of the BMT EA and Schedule 3(h) of the CRCCM EA
Isolation leave	Clause 44.19 of the A&PS EA	Schedule 3(c) of the BMT EA and Schedule 3(d) of the CRCCM EA
Jury service	Clause 44.20 and 44.21 of the A&PS EA	Schedule 3(f) and Schedule 6, 4.2 of the BMT EA and Schedule 3(g) of the CRCCM EA
Leave to accompany spouse overseas	Clause 44.2 of the A&PS EA	Schedule 3(t) and Schedule 6, 4.3 of the BMT EA and Schedule 3(u) of the CRCCM EA
Long service leave	Long Service Leave Procedure	Long Service Leave Procedure
Parental leave	Pre-natal and Parental Leave Procedure	Pre-natal and Parental Leave Procedure
Sick leave and Carer's leave	Sick and Carer's Leave Procedure	Sick and Carer's Leave Procedure
Religious purposes leave	Clause 44.23 of the A&PS EA	Schedule 3(p) of the BMT EA and Schedule 3(q) of the CRCCM EA
Relocation leave	Clause 44.24 of the A&PS EA	N/A
Repatriation leave	Clause 44.25 of the A&PS EA	Schedule 3(d) of the BMT EA and Schedule 3(e) of the CRCCM EA
Special leave (paid and unpaid)	Special Leave Procedure	Special Leave Procedure

Sporting leave	Clause 44.27 and 44.28 of the A&PS EA	Schedule 3(s) of the BMT EA and Schedule 3(t) of the CRCCM EA
Study leave	Clause 44.22 of the A&PS EA for professional staff and Staff Professional Development Procedure for both professional and academic staff.	Staff Professional Development Procedure
Workplace relations training leave	Clause 44.29 and 44.30 of the A&PS EA	N/A

3. Breach of procedure

- 3.1 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 Agreement	<p>The Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the Trades and Services staff (Building and Metal Trades staff) 2009 or Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 as applicable to the staff member in accordance with their contract of employment. Clauses relating to this procedure include:</p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2019</p> <ul style="list-style-type: none"> Clauses 38 to 44 – Leave and Holiday Entitlements <p>Monash University Enterprise Agreement (Trades & Services Staff- Building & Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> Clause 50 - Leave Entitlements Schedule 3 and Schedule 6 <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"> Clause 41 – Leave Entitlements Clause 62 – Leave Entitlements of Seasonal Staff <p>Schedule 3 and Schedule 5https://www.monash.edu/current-enterprise-agreements/trades-services-crccm-2005</p>
ESS	An online Employee Self Service system that provides staff with easy and private access to personal and current employment information held by the University.
Parental leave	Includes adoption leave, maternity leave, and spouse/domestic partner birth leave.

GOVERNANCE

Parent policy	Leave and wellbeing
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> Annual Leave Defence Reserves Family Violence Support Long Service Leave Pre-Natal and Parental Leave Sick and Carer's Leave Special Leave Staff Professional Development Procedure <p>Procedure forms</p> <ul style="list-style-type: none"> ESS Application for Leave and Special Leave [Online]

Legislation mandating compliance	Fair Work Act (Cth) 2009
Category	Human Resources
Approval	Chief Human Resources Officer as delegate of the Chief Operating Officer – 12 February 2020
Endorsement	Director, Workplace Relations - 12 February 2020
Procedure owner	Director, Workplace Relations
Date effective	12 February 2020
Review date	7 May 2021
Version	6.3 (<i>minor amendments effective on 12 March 2021</i>)
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400