

## ALTERNATE PURCHASED LEAVE PROCESS – INFORMATION SHEET

### Purchased leave process

- Subject to Fair Work Commission approval of the EAV and notice being given to staff in accordance with the EAV, on around **7 October 2020**, 110.25 hours (pro-rated) purchased leave will be booked for all fixed-term and continuing staff except for those meeting the EAV purchased leave exclusion criteria at EAV 22.2 (includes staff whose fixed term contract ends before 18 December 2020, Staff on Maternity/Adoption Leave or extended leave without pay).
- Staff will be able to see in Staff Services Online (SSO) that their purchased leave has been booked for the University's closedown periods being 18-24 December 2020, 4-8 January 2021 and 19-23 April 2021.
- EAV purchased leave will override any Annual Leave or Long Service Leave that has already been submitted through Staff Services Online (SSO) for those dates.
- Subject to Fair Work Commission approval of the EAV and notice being given to staff in accordance with the EAV, staff will see purchase leave deductions on payslips from payday 23 October 2020.
- Staff will not be able to vary/cancel via SSO the purchased leave dates.
- For essential services staff who have been confirmed by the Executive Dean/Divisional Head as required to work for some or all of the closedown dates, they will be required to take alternative leave before 21 May 2021.

### Process to apply alternative purchased leave dates

- Subject to Fair Work Commission approval of the EAV and notice being given to staff in accordance with the EAV, on around **8 October 2020**, Faculty HR Hubs and Division Heads will be provided with School/Branch extracts showing all staff who are scheduled to take purchased leave for the closedown periods.
- Where any of those staff are confirmed by the Executive Dean/Divisional Head as providing essential services on one more of the closedown dates, the following process will enable alternative purchased leave dates, prior to 21 May 2021, to be substituted for the closedown dates:
  - For staff required to work on one or more day that falls on 18-24 December 2020 or 4-8 January 2021, the Executive Dean/Divisional Head will notify the HR Service Centre by **4 December 2020** of the staff members' who have been approved to take alternative leave dates and confirm those dates.
  - For staff required to work one or more day that falls on 19-23 April 2021, the Executive Dean/Divisional Head will notify the HR Service Centre by **9 April 2021** of the staff members' who have been approved to take alternative leave dates and confirm those dates.
- HR will process the approval and the alternative purchased leave dates will be visible in SSO.

### Related matters

#### Christmas closedown

- Clause 4.4 of the Enterprise Agreement is not affected by the Enterprise Agreement Variation.
- Between Christmas 2020 and the New Year the University will close down.
- As occurs each year, in early November, the Christmas closedown dates will be automatically booked as annual leave for staff and will be visible in SSO.

### **Academic Leave Scheduler**

- Under the clause 4.1.6 of the Enterprise Agreement, under certain conditions academic staff are required to take annual leave for 20 days (pro-rated) commencing at the time of the Christmas closedown each year.
- Clause 4.1.6 continues to apply except that the Enterprise Agreement Variation modifies the dates that are to be scheduled.
- On around 29 September 2020, academic staff who meet the conditions in the clause will be notified to make alternate annual leave arrangements if applicable.
- In early November, academic staff who meet the conditions in the clause will have annual leave scheduled for 30 - 31 December 2020 (2 days) and then from 11 January – 4 February 2021 (18 days).
- These dates will be automatically booked as annual leave for staff and will be visible in SSO.

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| Human Resources | EAV Alternate Purchased Leave Process – Information Sheet   | Effective Date: | 28 August 2020 | Version 1   |
| Authorised by   | Executive Director, Human Resources   | Review Date:    | 30 June 2021   | Page 2 of 2 |
| Warning         | This process is uncontrolled when printed. The current version of this document is available on the HR Website. |                 |                |             |