



# LEAVE ENTITLEMENT PROCEDURE

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## 1. OVERVIEW

The University of Adelaide is committed to contemporary and flexible employment practices and provides leave entitlements for staff to meet personal, family, work and community commitments without compromising the achievement of business objectives.

This procedure prescribes the general conditions, eligibility and process to be followed to access staff leave entitlements, consistent with the [Workforce Management Policy](#) and clause 4 of the [University of Adelaide Enterprise Agreement \(as amended\)](#).

## 2. SCOPE AND APPLICATION

### 2.1 Inclusions

2.1.1 This procedure applies to all staff members.

2.1.2 Casual staff members are only entitled to the following types of leave:

- 2.1.2.1 Unpaid Parental Leave (maternity/adoption/special);
- 2.1.2.2 Long Service Leave;
- 2.1.2.3 Unpaid Personal Leave;
- 2.1.2.4 Unpaid Family Violence Leave; and
- 2.1.2.5 Unpaid Compassionate Leave.

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## 2.2 Application

The following are the types of leave provided for in the University of Adelaide Enterprise Agreement (as amended):

- 2.2.1 Annual Leave – clause 4.1
- 2.2.1.1 Annual leave loading is paid to all staff members (excluding casuals) in the first pay period of December in each year.
- 2.2.1.2 Where a staff member suffers a personal injury or is sick while on annual leave they may have their annual leave for the days re-credited, provided that a medical certificate is supplied and the personal leave balance is in credit.
- 2.2.1.3 Academic staff members who were employed by the former SACAE and Roseworthy Agricultural College at the time of the merger with the University of Adelaide are entitled to grace days in lieu of annual leave during the Christmas closedown.
- 2.2.1.4 Subject to the above, for both professional and academic staff members, the University will deduct annual leave for each working day on which the University is not open other than the first working day following Proclamation Day ('University Day') to cover the Christmas closedown in accordance with the Enterprise Agreement. If the staff member does not have an annual leave balance sufficient to cover the Christmas closedown period, annual leave will nevertheless be applied and the staff member will have a negative leave balance until the accrual has occurred.
- 2.2.1.5 Academic staff members with an annual leave balance of 20 days or more (pro rata for part-time staff members) at the end of the final pay period in November will have annual leave applied and will commence their leave at the time of the Christmas closedown each year. The leave applied will be for a period of 20 working days (pro rata for part-time staff members). Notwithstanding this, an academic staff member may, by agreement with their supervisor, take their annual leave at an alternative time. The staff member must enter the approved alternative leave arrangement in Staff Services Online by the end of the final pay period in October.
- 2.2.2 Personal Leave (sick/carer's) – clause 4.2
- 2.2.3 Compassionate Leave – clause 4.3
- 2.2.4 Parental Leave (maternity/adoption/shared paid parental/partner) – clause 4.5
- 2.2.4.1 Time off for Parental leave may include Paid Maternity Leave, Unpaid Maternity Leave, Annual Leave and Long Service Leave periods. Where a staff member intends to apply for other forms of leave during the period of Parental leave (e.g. annual leave), the application may only include a request for these other forms of leave on dates when paid parental leave entitlements have been exhausted. For example: an application for six months paid Maternity leave at full pay, four weeks annual leave, two weeks Long Service Leave and the balance as unpaid Maternity Leave would be acceptable.
- 2.2.4.2 If a staff member has been employed at the University for less than 12 months, they may access paid parental leave on a pro-rata basis in accordance with the [Pro-Rata Paid Parental Leave Procedure](#).
- 2.2.5 Family Violence Leave – clause 4.4
- 2.2.5.1 The entitlement to 5 days paid Family Violence Leave under the Enterprise Agreement applies in full to part-time staff (not pro-rata).

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- 2.2.5.2 Casual staff are entitled to 5 days unpaid Family Violence Leave as provided for under the National Employment Standards.
- 2.2.6 Community Service Leave – clause 4.6
  - 2.2.6.1 For jury service, a staff member is required to enter their leave in Staff [Services Online \(SSO\)](#) once they have confirmation of the specific days required to attend jury service. If they are not required to attend jury service on a particular day, they will attend work as usual.
- 2.2.7 Cultural Obligation Leave – clause 4.7
  - 2.2.7.1 Supervisors/managers have an obligation to make every reasonable effort to accommodate requests for cultural obligation leave while having regards to the needs of the area.
- 2.2.8 Special Paid Leave – clause 4.8
- 2.2.9 Trade Union Training Leave – clause 4.9
- 2.2.10 Leave Without Pay – clause 4.10
- 2.2.11 Long Service Leave – clause 4.11
  - 2.2.11.1 Staff who were working for an Australian University in a paid full-time or part-time capacity immediately prior to commencing with the University (i.e. within the preceding two months) are subject to clause 4.11.6, eligible to have their prior continuous service recognised for long service leave purposes.
  - 2.2.11.2 Professional staff who were working in the South Australian or Commonwealth Public Service immediately prior to commencing with the University (i.e. within the preceding two months) are eligible to have their prior continuous service recognised for long service leave purposes.
  - 2.2.11.3 In order to access this entitlement, the staff member is to fill out the Recognition of Prior Service Application Form and email it to: [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au) for processing.
  - 2.2.11.4 Staff who were employed by the University on a casual basis prior to being employed on a fixed term or continuing basis, can apply to have their prior casual continuous service recognised for the purposes of long service leave. The staff member is to send a request to [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au) for processing.
- 2.2.12 Defence Leave – clause 4.12

Where a public holiday occurs during a period of personal leave, annual leave, long service leave or compassionate leave, the public holiday does not count as a period of leave.

### 3. PRINCIPLES

- 3.1 All leave applications must be approved in accordance with this procedure.
- 3.2 Staff members must ensure they meet the eligibility provisions for the type of leave required outlined in clause 4 of the University of Adelaide Enterprise Agreement.
- 3.3 The respective Faculty/School/Branch is financially responsible for the cost of all types of leave (including annual leave and long service leave), except parental/maternity/adoption leave, which is centrally funded.

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## 4. PROCEDURES

### 4.1 Requesting Leave

- 4.1.1 All types of leave described in this procedure, with the exception of Parental leave, are applied for, amended or cancelled through [Staff Services Online \(SSO\)](#).
- 4.1.2 To apply for Parental leave, eligible staff must submit a [Parental/Maternity/Adoption leave application form](#) or a [Shared Parental/Maternity/Adoption leave application form](#).
- 4.1.3 Eligible staff must speak to their supervisor regarding their proposed leave plan (or any unplanned leave taken) before applying for and entering the request into Staff Services Online (SSO) or submitting the appropriate Parental leave application form.
- 4.1.4 Staff must ensure to not make any financial commitments (e.g. booking a holiday) before advising their supervisor, applying and gaining approval for the leave request.
- 4.1.5 Staff are permitted to request up to two days annual leave in advance of accrual of that leave, when they submit an application for leave through Staff Services Online (SSO).
- 4.1.6 In limited circumstances the supervisor may consider a staff member's request for leave in advance in excess of two days. Where the supervisor is supportive of a staff member's request to access more than two days annual leave in advance, they will need to write an accompanying justification that outlines the amount of leave and details their support. This will then require the approval of the Head of School/Branch Head who should forward the approval to the [HR Service Centre](#).
- 4.1.7 Should the staff member cease their employment prior to accruing sufficient leave, this will result in an overpayment that will be recovered by the University in accordance with the Enterprise Agreement.

### 4.2 Approving/Declining Leave

- 4.2.1 In reviewing a staff member's request for any planned or unplanned leave, the supervisor must take into consideration the staff member's eligibility, leave balances and review the area's operational requirements and work commitments to ensure suitable arrangements can be made to carry on essential work within the area.
- 4.2.2 The supervisor must approve or decline the leave request as per [University Delegations through Staff Services Online \(SSO\)](#). Supervisors have an obligation to make every reasonable effort to accommodate the leave while having regard to the needs of the area.
- 4.2.3 Supervisors must ensure all leave taken is entered into Staff Services Online (SSO) and approved by the supervisor.
- 4.2.4 The Area Manager has the delegation as per the University Delegations to approve or decline a request for leave without pay through Staff Services Online (SSO).

### 4.3 Cancelling and/or Amending Leave

- 4.3.1 Staff must speak to their supervisor regarding any amendments or cancellations to previously submitted and approved leave and submit the leave amendment/cancellation in Staff Services Online (SSO).
- 4.3.2 Supervisors will approve, or decline leave amendments/cancellations in Staff Services Online (SSO).

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## 5. DEFINITIONS

### Area Manager

Area Manager means Deputy Vice-Chancellors, Vice-Presidents, Pro Vice-Chancellors, Executive Deans, Director Human Resources, Chief Executive of External Relations (and a person acting in these positions), and Institute Directors.

### Staff Services Online

[Staff Services Online \(SSO\)](#) is an online, self-service tool which allows staff to apply for and manage leave, view payslips, manage banking details, update personal information and record PDRs. The same self-service tool can be used by supervisors & managers to view leave balances, approve and decline leave requests.

## 6. USEFUL INFORMATION AND RESOURCES

### University related documents and policies

[University of Adelaide Enterprise Agreement \(as amended\)](#)  
[Remuneration and Employment Benefits Policy](#)  
[Workforce Management Policy](#)  
[Recognition of Prior Service Application Form](#)

### Related legislation

[Age Discrimination Act 2004](#) (Cth)  
[Disability Discrimination Act 1992](#) (Cth)  
[Equal Opportunity Act 1984](#) (SA)  
[Fair Work Act 2009](#) (Cth)  
[Australian Human Rights Commission Act 1986 \(Cth\)](#) (Cth)  
[Privacy Act 1988](#) (Cth)  
[Racial Discrimination Act 1975](#) (Cth)  
[Racial Vilification Act 1996](#) (SA)  
[Sex Discrimination Act 1984](#) (Cth)  
[Work Health and Safety Act 2012](#) (SA)  
[Work Health and Safety Regulations 2012](#) (SA)

### Useful web-links

[HR Service Centre](#)  
[Staff Services Online](#)  
[Delegations of Authority](#)

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