Leave Entitlement Procedure

Aim

This procedure prescribes the general conditions and eligibility for the process to be followed, and responsibilities associated with accessing staff leave entitlements, consistent with the Workforce Management Policy and clause 4 of the University of Adelaide Enterprise Agreement.

1 Objectives

1.1 To ensure that all leave applications have been approved in accordance with this procedure.

2 Scope and Application

2.1 Inclusions

This procedure applies to all staff members except as provided for below.

2.2 Exclusions

This procedure does not apply to casual staff members except for the following types of leave:

- Unpaid Parental Leave (maternity/adoption/special);
- Long Service Leave;
- Unpaid Personal Leave;
- Unpaid Family Violence Leave and
- Unpaid Compassionate Leave.

2.3 Application

All types of leave described in this procedure below, with the exception of Parental leave, are applied for, amended or cancelled through Staff Services Online (SSO).

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.

The types of leave as provided for in the University of Adelaide Enterprise Agreement (as amended) are listed below with additional commentary where necessary:

- Annual Leave – clause 4.1
  - Annual leave loading is paid to all staff members (excluding casuals) in the first pay period of December in each year.
  - 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 a medical certificate is supplied and the personal leave balance is in credit.
  - 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.

Continued

2.3 Application (continued)

- 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.
- 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.

- Personal Leave (sick/carer's) – clause 4.2
- Compassionate Leave – clause 4.3
- Parental Leave (maternity/adoption/shared paid parental/partner) – clause 4.5
  - 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.
- Community Service – clause 4.6
  - A staff member is required to enter their leave in Staff Services Online (SSO) once they have confirmation of days actually required to attend jury duty. If they are not required to attend jury duty on a particular day, they will attend work as usual.
- Cultural Obligation – clause 4.7
  - 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.
- Special Paid Leave – clause 4.8
- Trade Union Training – clause 4.9
- Leave Without Pay – clause 4.10
- Long Service Leave – clause 4.11
  - Professional staff who were working in the South Australian or Commonwealth Public Service and/or 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 eligible to have their prior service recognised for long service leave purposes. In order to access this entitlement, the staff member is to fill out the Recognition of Prior Service Application Form and email it to hrsc@adelaide.edu.au for processing.
  - Academic 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 eligible to have their prior service recognised for long service leave purposes. In order to access this entitlement, the staff member is to fill out the Recognition of Prior Service Application Form and email it to hrsc@adelaide.edu.au for processing.
- 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 Process: Requesting Leave

Person Responsible	Actions
3.1 Staff Member	a) Ensure that you meet the eligibility provisions outlined in clause 4 of the University of Adelaide Enterprise Agreement. b) Determine the type of leave to be taken.(See 2.3) c) Ensure that you speak to your supervisor regarding your 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/Maternity/Adoption leave application form or Shared Parental/Maternity/Adoption leave application form. d) Ensure that you do not make any financial commitments (e.g. booking a holiday) before advising your supervisor, applying and gaining approval for your leave request. e) Submit your leave application via Staff Services Online (SSO). Note: SSO will allow a staff member to request up to two days leave in advance for annual leave. 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 Process: Approving/Declining Leave

Person Responsible	Actions
4.1 Supervisor/Manager	a) Review staff member's request for any planned or unplanned leave, taking into consideration their eligibility, leave balances and operational requirements. b) Review work commitments to ensure suitable arrangements can be made to carry on essential work within the area concerned as well as appropriate management of leave accruals. c) Endorse/approve or decline leave request as per University Delegations and refer to the Remuneration and Employment Benefits Policy. Supervisors/managers have an obligation to make every reasonable effort to accommodate the leave while having regard to the needs of the area. d) Ensure that all employee leave taken, is entered into Staff Services Online (SSO) by the staff member and then approved by the supervisor/manager. Note: Staff members may request and have approved up to two days leave in advance through SSO. In limited circumstances the Supervisor/Manager may consider a staff member's request for leave in advance in excess of two days. Where the Supervisor/Manager 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: HR Service Centre.

4.2	Area Manager	a) Approve or decline leave without pay request as per University Delegations through Staff Services Online (SSO).

5 Process: Cancelling and/or Amending Leave

Person Responsible		Actions
5.1	Staff Member	a) Ensure that you speak to your supervisor regarding any amendments or cancellations to previously submitted and approved leave. b) Submit leave cancellation in Staff Services Online (SSO).
5.2	Supervisor/Manager	a) Approve or decline leave cancellation in Staff Services Online (SSO).
5.3	Staff Member	If applicable: a) Resubmit leave application in Staff Services Online (SSO) with the revised dates.
5.4	Supervisor/Manager	a) Approve leave request in Staff Services Online (SSO).

6 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.

7 Useful information and resources

7.1	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
7.2	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)

7.3	Useful Web-links HR Service Centre Staff Services Online Delegation of Authority