Leave Entitlements Policy

Section 1 - Purpose and Objectives

(1) This Policy outlines the entitlements and conditions for accessing the various leave types available to employees. Leave entitlements are provided through the Enterprise Agreement; this Policy; and the relevant Legislation.

Section 2 - Definitions, Terms, Acronyms

Term	Definition
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026 or as amended or replaced.
Dean	Dean of the UQ Graduate Research School or delegate
Relevant Legislation includes:	Defence Reserve Service (Protection) Act 2001); Fair Work Act 2009; and Industrial Relations Act 2016.

Section 3 - Policy Scope/Coverage

(2) This Policy applies to all continuing, research (contingent funded), fixed-term, and eligible casual employees. Any exceptions are detailed in the relevant procedure.

(3) Except where specifically stated otherwise, part-time employees will be entitled to pro-rata the full-time leave accrual and Casual employees have no leave entitlement.

(4) This Policy has been agreed between the University and the Academic and Professional Staff Consultative Committees in accordance with the Enterprise Agreement, which states:

a. Where a policy contains procedures that detail how a staff member can access leave entitlements, changes to the policy will be subject to agreement with the relevant staff consultative committee(s).

Section 4 - Policy Statement

(5) An employee may access a variety of paid and unpaid leave arrangements to enable them to balance their work and personal lives, and for other purposes in accordance with the Enterprise Agreement and relevant Legislation.

(6) The University is committed to meeting the operational needs and obligations of the University through effective leave planning and workforce management.

(7) Academic employees are expected to ensure that periods of leave taken during semester are kept to a minimum with extended leave taken over one semester.

(8) Professional employees are expected to ensure that periods of Annual Leave and Long Service Leave are not taken during recognised peak work times.

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(9) The University promotes the principles of equal opportunity and acts in accordance with applicable anti-discrimination laws in operation within Queensland and the Commonwealth of Australia.

Section 5 - Leave Types

(10) Additional information regarding specific leave types, including where the University provides additional entitlements over and above the provisions contained in the Enterprise Agreement, is provided below.

Community Service Leave

(11) Community Service Leave, which includes leave to attend a voluntary emergency management activity and jury duty, is available to an employee in accordance with the Enterprise Agreement and the Fair Work Act 2009 (Cth).

(12) Community Service Leave is also available in cases where an employee is subpoenaed or summoned and therefore obliged to appear in court as a witness in relation to the duties of their role at UQ.

(13) The University also provides an additional entitlement for up to 5 days paid leave for each occasion the employee is called upon to engage in a voluntary emergency management activity, or to attend mandatory training, with a recognised emergency service organisation, with a cap of 16 days paid leave in any 12 month period to eligible employees. The Other Leave Procedure outlines the conditions and process for applying for this leave type.

Compassionate Leave

(14) Compassionate Leave is available to an employee for the purposes of spending time with a person who is a member of the employee's immediate family, household, or significant other who has a personal illness or injury, or after the death of a member of the employee's immediate family, household, or a significant other in accordance with the Enterprise Agreement. The Other Leave Procedure outlines the conditions and process for applying for this leave type.

(15) Casual employees are entitled to unpaid compassionate leave, as outlined in the Other Leave Procedure.

Defence Forces Leave

(16) The University will not hinder or prevent an employee from undertaking defence service in accordance with the Defence Reserve Service (Protection) Act 2001 (Cth). Defence Forces Leave is available to an employee for the purpose of undertaking defence service and the training necessary to prepare them for service in accordance with the Enterprise Agreement. The Other Leave Procedure outlines the conditions and process for applying for this leave type.

(17) The University will provide salary supplementation to eligible employees in accordance with the Other Leave Procedure.

Leave Without Pay

(18) Leave Without Pay (LWOP) may be available to an employee as determined on a case by case basis after giving due consideration to the circumstances giving rise to the employee's application in accordance with the Enterprise Agreement. The Other Leave Procedure outlines the conditions and process for applying for this leave type.

(19) Approved LWOP up to and including three (3) months will not affect leave accruals. Where a period of LWOP is greater than three (3) months, the period of LWOP that is in excess of three months will not count towards the accrual of leave.

Long Service Leave

(20) Long Service Leave is available to an employee after ten (10) years of continuous service in accordance with the Enterprise Agreement. The Long Service Leave Procedure outlines the conditions and process for applying for this leave type.

(21) A break in service of more than three (3) months will break continuity of service for the purposes of Long Service Leave. A break in service for research (contingent funded) employees will be in accordance with the Enterprise Agreement.

(22) The University will recognise eligible prior service from another Australian university in accordance with the Long Service Leave Procedure.

Parental Leave

(23) Parental Leave is available to an employee in connection with the birth or adoption of a child in accordance with the Enterprise Agreement and the Fair Work Act 2009 (Cth). The Parental Leave Procedure outlines the conditions and process for applying for Parental Leave.

(24) An initial period of Parental Leave up to 12 months (excluding additional Parental Leave) whether paid or unpaid will be regarded as service for the purpose of determining leave accruals in accordance with the Parental Leave Procedure.

(25) The rate of pay for paid Parental Leave will be calculated based on the employee's average service fraction in the 12 months prior to commencing Parental Leave.

Personal/Carer's Leave

(26) Personal/Carer's Leave is available to an employee who is not fit for work because of personal illness or injury, or to provide care or support to a member of the employee's immediate or extended family, household, or significant other in accordance with the Enterprise Agreement. The Personal/Carer's Leave Procedure outlines the conditions and process for applying for this leave type.

(27) A professional employee who has been employed by the University for 26 years or more will be entitled to an additional Personal Leave credit of 13 weeks.

(28) An academic employee appointed prior to the effective date of the Enterprise Agreement 2018-2021 will be entitled to apply for an additional 35 days Personal Leave (non-cumulative) after existing Personal Leave entitlements have been exhausted. Such applications may be approved by the Authorised Officer provided that the sum of the additional paid Personal Leave (non-cumulative) and Personal Leave already taken is in a continuous period and does not exceed a total of six (6) months.

Annual Leave

(29) Annual Leave is available to an employee for the purpose of taking leave from work in accordance with the Enterprise Agreement. The Annual Leave Procedure outlines the conditions and process for applying for this leave type.

(30) An employee will be expected to take their Annual Leave within 12 months of the leave accruing.

(31) Eligible employees who access Annual Leave are entitled to receive Annual Leave loading which may be converted to Additional Annual Leave (AAL) by entering into an Individual Flexibility Arrangement (IFA) with the University. The agreement to convert Annual Leave loading to AAL will normally be entered into on an annual basis however an employee may request that the conversion of Annual Leave occurs as a default position (for the life of the

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Enterprise Agreement). The Annual Leave Procedure outlines the conditions and process for applying.

Special Leave

(32) Special Leave may be available to employees in cases of pressing necessity such as (but not limited to) a declared public emergency, at the discretion of the University and in accordance with the Enterprise Agreement. The Other Leave Procedure outlines the conditions and process for applying for this leave type.

Family and Domestic Violence Leave

(33) All employees including casual employees who are affected by family or domestic violence are entitled to leave as outlined in the Other Leave Procedure. Personal information provided by the employee in relation to the circumstances of the leave request and details of the leave are strictly confidential.

Reproductive Health and Wellbeing Leave

(34) Reproductive Health and Wellbeing Leave may be available to employees for the purpose of treatment and management of symptoms associated with reproductive health issues where an employee has exhausted their Personal Leave entitlements. The Other Leave Procedure outlines the process and conditions for applying for this leave.

Aboriginal and Torres Strait Islander Cultural Leave

(35) To fulfill unique Aboriginal and Torres Strait Islander cultural responsibilities, the University supports Aboriginal or Torres Strait Islander employees through the provision of paid and unpaid leave in accordance with the Enterprise Agreement. The Other Leave Procedure outlines the process and conditions for applying for this leave.

Gender Affirmation Leave

(36) Gender Affirmation Leave may be available to employees for the purpose of activity related to an employee's gender affirmation in addition to other available leave. The Other Leave Procedure outlines the process and conditions for applying for this leave.

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