

Leave Management Procedures

Section 1 - Overview

(1) These Procedures provide guidance on the application of the [Leave Management Rule](#).

Section 2 - Scope

(2) These Procedures applies to all staff employed by the University under the University of New England [UNE Academic and English Language Teaching Staff Enterprise Agreement 2020-2022](#) or the [UNE Professional Staff Enterprise Agreement 2019-2022](#), with the exception of casual staff.

Section 3 - Procedures

Annual Leave

(3) Applications for annual leave:

- a. A staff member may apply for annual leave by submitting an application electronically through WebKiosk; and
- b. Annual leave may be taken in broken periods. Supervisors are expected to encourage staff to take at least one two-week block of annual leave for the purpose of rest and recreation per calendar year.

(4) Excessive annual leave balance:

- a. Where a staff member (with a leave entitlement of more than forty (40) days) and their supervisor have agreed on a plan to reduce half the staff member's accumulated annual leave credit, the leave will need to commence no later than six (6) months from the date of the agreed leave management plan; and
- b. Where a staff member has not complied with the agreed leave management plan, the supervisor may direct the staff member to take annual leave at a time convenient to the University, taking into account, where possible, the wishes of the staff member. Such a direction must provide a minimum of four (4) weeks' notice to the staff member.

(5) Cashing out excessive leave balances:

- a. A staff member who has accrued annual leave entitlements in excess of 30 days (pro-rata for fractional staff) will need to apply to the Head of Cost Centre, by submitting an Application for Cashed Out Annual Leave, to cash-out part of the excess entitlement provided:
 - i. they have booked an amount of annual leave equal to or greater than the amount of annual leave they intend to cash out;
 - ii. the amount of leave requested to be paid out is a minimum of five (5) full-time equivalent working days; and
 - iii. the staff member retains an entitlement of twenty (20) days annual leave.
- b. Staff members should consider the taxation and superannuation implications of cashing out part of their annual

leave.

(6) Payment of annual leave on ceasing employment:

- a. Annual leave will not normally be approved to be taken immediately prior to resignation or retirement;
- b. Outstanding entitlements will be paid out on ceasing employment, on receipt of documentation required;
- c. The value of any leave taken in excess of entitlement will be deducted from the final payment; and
- d. In the case of a deceased staff member, payment in lieu of accrued annual leave will be paid the estate of the deceased staff member.

Long Service Leave

(7) Applications for long service leave:

- a. An eligible staff member may apply for long service leave (LSL) by:
 - i. Submitting an application through WebKiosk for approval by their supervisor; or
 - ii. Submitting an application form to the supervisor for approval where the LSL application is at half-pay.
- b. To be eligible to take LSL a staff member must have completed ten (10) years of service with the University or with another organisation which is recognised by the University for this purpose and the staff member has applied for recognition of prior service;
- c. Where leave at half pay is approved, the period of long service leave is doubled; and
- d. Applications for long service leave are required to be submitted at least six (6) months in advance, or in the absence of such notice, with the Head of Cost Centre's approval.

(8) Excessive long service leave balance:

- a. Where a staff member has accumulated a long service leave entitlement in excess of 4.5 months, the Head of Cost Centre may give the staff member written notice to take up to 3 months of such leave, at a time convenient to the needs of the University, provided that:
 - i. the staff member is given written notice of at least twelve (12) months before the date on which leave must commence;
 - ii. the staff member is not required to take long service leave within twenty four (24) months of written notice of their retirement; and
 - iii. the minimum period of leave the University can require an employee to take will be six (6) weeks.
- b. In any case, where a staff member has taken leave, as directed, the Head of Cost Centre will not require the staff member to take a further period of long service leave for a period of two (2) years after the end of that period of leave.

(9) Continuous Service:

- a. Continuous service means the period which the staff member is employed, but does not include any period that does not count towards service. Periods that do not count towards service:
 - i. Any period of unauthorised leave, eg. when a staff member has abandoned their employment, engaged in industrial action; or
 - ii. Any period of leave without pay.
- b. Where a staff member is granted leave for service in the defence forces of the Commonwealth of Australia, such leave will count towards service for the purposes of determining when a staff member has qualified for long service leave and the amount of long service leave to which the staff member is entitled. Any extended period of leave will need to have a determination made at the time of approval, dependent on the

circumstances of the service in the defence forces of the Commonwealth of Australia.

(10) Recognition of prior service:

- a. A continuing or fixed-term staff member who wishes the University to recognise prior service at another Australian university or wholly UNE-owned company or controlled entity for the purposes of long service leave may apply in writing to the Director People and Culture for recognition of that prior service within six (6) months of commencement of employment at the University;
- b. The University may recognise a continuing or fixed-term staff member's prior service with another Australian university or wholly UNE-owned company or controlled entity for the purposes of long service leave, including any service for which the staff member has received pay in lieu of leave, where:
 - i. full particulars of all service and any long service leave or pay in lieu taken or received were disclosed by the staff member within six (6) months of commencement of their appointment to the University, and the other organisation has verified those particulars; and
 - ii. service between the other organisation and the University is unbroken, that is, there is a break in employment between organisations of no more than two (2) months. Where there is a break of more than two (2) months, any break in employment will not count as service for accrual or long service leave entitlement purposes.
- c. Where service is recognised by the University, such service will be recognised but accrued entitlements from this service will not be credited towards the staff member's long service leave entitlement, except:
 - i. Where a staff member is employed, whose previous Australian university employer transfers the monetary equivalent of their accrued long service leave to the University, the University will recognise the previous service and the accrued long service leave with that employer for future long service leave entitlements with the University; and
 - ii. Where such recognition is given, the University may require a commitment, at the time of employment, about when the accrued leave will be taken.
- d. A staff member with prior service with the former Armidale College of Advanced Education will have such service recognised for the purposes of determining when such staff member has qualified for long service leave and the amount of long service leave to which the staff member is entitled, provided that there has not been a break in continuous employment of more than two (2) months; and
- e. Staff members with recognised service for long service leave purposes cannot take their accrued LSL until they have completed five (5) years of service with the University and a total of ten (10) years' service, unless otherwise agreed with the relevant Senior Executive. This does not affect the staff member's right to payment in lieu of long service leave on termination.

(11) Casual service:

- a. Service as a casual staff member prior to 9 May 1985 will not count as service for the purposes of determining when such a staff member has qualified for long service leave or the amount of long service leave to which the staff member is entitled; and
- b. Casual service is recognised as service for the purposes of determining when such a staff member has qualified for long service leave, however the entitlement is calculated on a pro rata basis, based on hours worked.

(12) Cancellation of long service leave

- a. A staff member may request to cancel long service leave that has previously been approved by:
 - i. submitting an application through WebKiosk; or
 - ii. submitting an application form to the supervisor for approval where the LSL application was at half-pay.

Sick Leave

(13) Where a staff member is not ill but requires treatment from a health practitioner which can be booked in advance, such as immunisations, routine dental, eye checks, etc., appointments should be scheduled outside normal working hours or managed flexibly as agreed with the supervisor.

(14) If leaving work due to illness, a staff member will inform their Supervisor before doing so, unless there are circumstances rendering this impossible.

(15) Where a staff member is on extended sick leave, they should submit applications, with supporting documentation, progressively during the period of sick leave.

(16) Applications for sick leave:

- a. A staff member who is unable to attend work due to illness or incapacity must notify their Supervisor of their intended absence and its estimated durations as early as practicable on the first day of absence (or as soon as practicable thereafter where, due to exceptional circumstance, notification cannot be provided on the first day of absence;
- b. Immediately following return to duty after a short period of absence, a staff member may apply for sick leave by submitting an application electronically through WebKiosk;
- c. Where a staff member is unable to attend work for an extended period and wishes to apply for sick leave, the Supervisor will forward an Application for Leave form to the staff member at home for completion by the staff member and return to the supervisor for approval; and
- d. A staff member who is required to submit a medical certificate, statutory declaration or other supporting evidence of illness will attach the documentation at the time of submitting an application for leave.

(17) Medical Certificates:

- a. Where a staff member is required to provide a medical certificate following five (5) separate occasions of sick leave, the staff member will be provided with written confirmation of this requirement:
- b. Medical certificates will be accepted from the following health practitioners:
 - i. Doctor
 - ii. Chiropractor
 - iii. Osteopath
 - iv. Optometrist
 - v. Physiotherapist
 - vi. Midwife
 - vii. Pharmacist or
 - viii. Dentist.
- c. The University will accept medical certificates which comply with the principles established by the NSW Medical Board to ensure quality, accuracy and truthfulness in medical certificates, in particular:
 - i. The certificate should be dated with the date upon which it was written and back dating or postdating is unacceptable, provided that the health practitioner may include reference to the period that the illness would have incapacitated the staff member;
 - ii. A medical assessment of the staff member's condition must be included, indicating, where relevant, the degree of incapacity;
 - iii. The date on which the health practitioner considers the staff member is likely to be able to return to work; and
 - iv. The certificate may indicate whether altered duties are required for effective return to work.

- d. The nature of the illness is required on medical certificates to ensure that:
 - i. An assessment can be made at any stage as to whether there is a potential pattern of illness/attendance which needs to be addressed;
 - ii. An assessment can be made at an early stage as to whether there is a potential work-related illness;
 - iii. A determination can be made whether follow-up or support services are required on the staff member's return to work;
 - iv. Treatment and/or rehabilitation is provided in a timely manner; and/or
 - v. The University has time to modify the work area, if necessary, before the staff member's return to work.
- e. Where the nature of the illness is withheld at a staff member's request, the staff member should be aware that the information provided may not meet the University's requirements for paid sick leave. In such cases:
 - i. Staff may inform their supervisor confidentially about the nature of the illness;
 - ii. Where a supervisor is satisfied that the illness complies with the University's guidelines, they will include a comment regarding this when approving the leave through WebKiosk;
 - iii. The staff member or Supervisor can seek advice confidentially from People and Culture, who may also certify as appropriate.
- f. Where a staff member does not provide a required medical certificate, such leave will be without pay, or, at the request of the staff member, deducted from their annual leave credit;
- g. Where a staff member suffers from a chronic illness resulting in regular absences, a medical certificate stating the nature of the illness and the anticipated pattern of absence should be provided to the Director People and Culture for approval. Should the health condition change during the period covered by the medical certificate, it is incumbent on the staff member to advise the University immediately;
- h. A staff member must not return to work if they have a medical certificate declaring they are unfit for work for that period. A clearance certificate from a health practitioner should be provided if recovery is earlier than expected; and
- i. Where the University determines that a medical certificate does not comply with these principles, the staff member will be given the opportunity to obtain an amended certificate from their registered health practitioner.

(18) Expiry of sick leave entitlements:

- a. A staff member who has used all of their sick leave entitlements, and continues to be absent from work due to illness, will be placed on leave without pay, subject to approval by the supervisor unless other arrangements are made;
- b. Additional paid sick leave will be approved by the Vice-Chancellor and Chief Executive Officer (Professional staff) or relevant Senior Executive (Academic staff and ELC staff) in exceptional circumstance if a staff member is seriously ill and suffering hardship; and
- c. Where approval is given for additional sick leave, the staff member will provide sufficient documentation from a medical professional and a return to work plan. Such a plan may include part-time, reduced duties, and other reasonable adjustments to their duties.

(19) Extended periods of sick leave:

- a. Where a staff member has taken more than 25 days' sick leave in any one year of employment, the Head of Cost Centre can liaise with People and Culture to write to the staff member, requesting that they provide a report from their treating medical practitioner containing advise on:
 - i. The general nature (but not the details) of the staff member's illness;
 - ii. The seriousness of the staff member's illness;
 - iii. The likely duration of the illness and the expected length of time for which the staff member will be unfit for work; and

- iv. Whether the staff member is unfit for all work, or whether they can perform some duties, and if so, what those duties might be.
- b. People and Culture may seek further advice, if required, about the report or about the staff member's prospects for return to work.

Family and Personal Leave

(20) Applications for Family and Personal Leave:

- a. A staff member may apply for family and personal leave to care for members of their immediate family who are dependent upon the staff member for care, when that person is ill or an emergency renders it essential that the staff member attend to that person;
- b. A staff member will provide notice to their supervisor of an intention to apply for family and personal leave as soon as reasonably practicable before taking leave or, if that is not possible, as early as practicable on the first day of absence (or as soon as practicable thereafter where, due to exceptional circumstance, notification cannot be provided on the first day of absence.);
- c. A staff member will provide their Supervisor with the reason for requiring leave and the anticipated length of absence;
- d. A staff member required to leave work to take family and personal leave will inform their supervisor before doing so, unless there are extenuating circumstances rendering this impossible;
- e. A staff member is required to submit a medical certificate, or in the case of an absence due to an unexpected emergency, bereavement/compassionate reasons, or religious, ceremonial and/or cultural reasons, a statutory declaration or other supporting documentation that is acceptable to the University;
- f. A staff member may apply for Family and Personal leave by submitting an application electronically through WebKiosk. Where family and personal leave entitlements have been exhausted, and a staff member has a current sick leave entitlement, they may apply for sick leave through WebKiosk;
- g. Staff members with shared responsibility for the care of a family member may not access this entitlement on the same day or days, unless they can demonstrate exceptional circumstances to the University's satisfaction; and
- h. To assist employees with family responsibilities, a Supervisor may agree to them:
 - i. taking up to two (2) weeks annual leave in single days; or
 - ii. taking unpaid leave or undertaking additional work to make up for time taken to care for a family member who is ill or incapacitated.

Parental Leave

(21) Eligibility for parental leave:

- a. A staff member may apply for parental leave who is:
 - i. a continuing staff member;
 - ii. a fixed-term staff member (paid and/or unpaid leave will only be granted where the leave falls within the period of their contract of employment, noting that if the staff member is subsequently employed under another contract, the staff member may extend the date for return from parental leave over the second contract); or
 - iii. a casual staff member who has been employed on a regular and systematic basis during a period of at least twelve (12) months and who is determined by their supervisor, in consultation with People and Culture, to have had a reasonable expectation of ongoing employment but for the birth or placement of the child. Such leave is unpaid.

(22) Notification of parental leave:

- a. A staff member wishing to apply for parental leave will advise their supervisor in writing at least ten (10) weeks before the EDB;
- b. A staff member may commence parental leave prior to such notice, where the confinement of adoption/fostering of a child take place earlier than the expected date;
- c. A staff member intending to extend leave must provide the University at least fourteen (14) days' notice (prior to the expiration of the original approved leave). Such notice must also include the intended period of extended leave; and
- d. A staff member will provide evidence supporting the expected birth date or date of placement or, for partner or primary carer leave, the staff member's legal relationship to the child.

(23) Applications for parental leave:

- a. A staff member will apply for parental leave, at least four (4) weeks before the leave commences, by submitting a completed Application for Parental Leave to their supervisor for approval, which includes the following information and supporting evidence:
 - i. The date of commencement of leave;
 - ii. The various kinds of leave, paid or unpaid, for which the application is made;
 - iii. The date of resumption of duty;
 - iv. A medical certificate which certifies the expected date of birth, or where appropriate, a certificate from the adoption agency (if not previously provided); and
 - v. In the case of an application for partner leave, a statutory declaration that outlines the staff member's primary carer status, details of any paid leave taken by the staff member's partner and, in the case of staff couples, any shared parenting arrangement.
- b. The paid component of any maternity/primary carer or adoption leave must be taken first, and cannot be interspersed with other types of leave. Accrued annual and long service leave can be utilised to extend the period of leave;
- c. Parental leave cannot be taken in broken periods unless mutually agreed for career development purposes;
- d. A fixed-term staff member will only be granted that portion of paid and/or unpaid parental leave where the period of leave falls within the time span of the current contract of employment. Where the staff member is subsequently employed under another contract, they may extend the date for return over the second contract;
- e. Paid partner leave may be taken during the period three (3) months before and after the EDB. Unpaid partner leave may be approved although the total absence (paid and unpaid leave) will not exceed 52 weeks;
- f. Prenatal leave: Prenatal leave is accessible after 12 weeks of pregnancy; and
- g. Postnatal leave: The University will provide clean, private space with access to a refrigerator for the purpose of breast feeding and/or expressing milk during breaks.

(24) Parental Leave entitlements and continuous service:

- a. Approved parental leave will not break continuity of service although any portion taken as unpaid leave will not count as service for the purposes of calculating annual leave, sick leave or long service leave;
- b. Where a fixed-term staff member employed on a second or subsequent fixed-term contract :
 - i. ceases employment because of the expiry of the contract;
 - ii. there is a break in service of six weeks(6) or less; and
 - iii. the staff member is then re-employed by the University;

the break in service will not be deemed to interrupt continuous service for the purpose of calculating parental leave entitlements; and

- a. Where a fixed-term staff member employed on a second or subsequent fixed-term contract receives a severance payment at the completion of the fixed-term contract, the break in service will be deemed to interrupt the staff member's continuous service.

(25) Maternity Leave:

- a. All leave accruals and superannuation contributions during a period of partial pay will be made on a pro-rata basis;
- b. Where a staff member on maternity leave contracts an illness resulting from pregnancy or childbirth and such illness extends beyond the period of paid maternity leave, the staff member will be placed on sick leave for the period of illness after the expiration of the paid maternity leave, provided that the staff member submits a medical certificate;
- c. A staff member may request any paid portion of maternity leave or adoption leave to be paid as a lump sum. Staff members will be advised that this may have a negative effect on their superannuation and tax obligations. Such requests must be made in advance of the approved leave. Where a staff member then returns to work within the period covered by the lump sum, they must pay the University the pro rata amount;
- d. A staff member who requires leave to deal with sickness as a result of pregnancy and who is within six (6) weeks of the EDB will normally commence maternity/primary carer leave;
- e. If a pregnancy terminates by miscarriage or still birth after twenty (20) weeks of pregnancy, or the child dies shortly after birth, a staff member shall be entitled to a maximum of four (4) weeks paid maternity leave;
- f. Additional leave beyond the 52 weeks can be negotiated on the birth of a child with a severe disability, congenital illness or in the case of a multiple birth; and
- g. Where both parents are staff members, the paid leave component of parental leave may be shared by both parents (that is, a maximum combined payment between both staff members of 26 weeks' pay, pro rata) to a maximum combined absence of 52 weeks, provided that the parental leave conditions are met. In this event, only one staff member can be on maternity leave at any one time.

(26) Extension of Leave entitlement:

- a. In addition to, and following on from, any form of parental leave, 52 weeks of unpaid Child Rearing Leave shall be made available to staff member for the care of pre-school age children;
- b. A staff member may apply for an extension to Child Rearing Leave beyond the 52 weeks. Applications will be assessed taking in to account special circumstances that may apply together with the University's operational requirements. Approval of such leave will not be unreasonably withheld;
- c. Where an extension of child rearing leave is approved, the University and staff member will negotiate arrangements for return to work; and
- d. A request for child rearing leave must be made at least three (3) months in advance of the planned commencement of leave.

(27) Return to work:

- a. A staff member must provide at least four (4) weeks' notice of their intention to return to work at the expiration of their approved leave;
- b. A staff member may, with the approval of their supervisor subject to operational requirements, return to work on a part-time basis at the conclusion of a period of parental leave. The duration of the alternative work arrangements may be varied after consultation and agreement by the supervisor;
- c. Except in the case where a position is made redundant, a staff member returning to work from parental leave, including a return to work after working a reduced fraction because of the pregnancy and a return to work after working in a position that was varied for health and safety reasons, will be entitled to return to the position held

immediately before taking parental leave, unless negotiated and agreed;

- d. A staff member on parental leave may resume duty earlier than the date originally approved with the agreement of the Head of Cost Centre;
- e. Staff members returning to work from Parental Leave will be provided with a briefing from their supervisor on the latest changes and developments in their position and work area; and
- f. A staff member during their Parental Leave will be consulted concerning any significant change in responsibilities proposed for the staff member's substantive position.

Other Leave

Study and Examination Leave

(28) A staff member should discuss their intention to apply for study leave with their Supervisor.

(29) Application:

- a. A staff member may apply for a study leave by submitting an Application for Study Leave — Professional Staff to their supervisor;
- b. The supervisor makes a recommendation to the Head of Cost Centre. Recommendations will normally be for a course of study relevant to the staff member's current work or career development;
- c. The Supervisor submits the Application to the Head of Cost Centre for approval;
- d. The Head of Cost Centre is responsible for providing written notification to a staff member regarding whether or not their application for study leave has been approved (in most instances, it is sufficient to provide the staff member with a copy of the completed form). A copy is also provided to the supervisor;
- e. A copy of the completed form, attachments and/or subsequent variations to the approved leave must be forwarded to People and Culture;
- f. A staff member must apply for study leave each calendar year (study leave not taken in a given year is not carried over to the next year); and
- g. Once study leave has been approved, a staff member may apply for leave (see 26.e) electronically through Web Kiosk. Such leave needs to be approved by the supervisor.

(30) The maximum study leave each trimester/semester is thirty-five (35) hours. Study leave does not accrue, that is, any unused study leave entitlement is forfeited at the end of each trimester/semester.

(31) Within the approved leave (35 hours per trimester/semester), a staff member is eligible for leave to prepare for and attend examination/s.

(32) Study leave may be granted for:

- a. Attendance at compulsory lectures, tutorials, seminars and compulsory Intensive Schools; and
- b. Library research and/or private study up to their time allocation (entitlement), during the period in which the staff member is enrolled in the unit.

(33) The Supervisor is responsible for monitoring the amount of study leave taken.

(34) Where there is disagreement over the non-approval of study leave, the final decision will be made by the Director People and Culture or delegate.

(35) The Supervisor is responsible for ensuring the staff member provides details of academic results from the academic period in order to consider subsequent study leave.

(36) Study leave will not be granted for a repeat subject if such leave has previously been granted for that subject, except in exceptional circumstances, such as illness, compassionate grounds, and/or workload.

(37) Any costs associated with the course of study will be met by the staff member.

Graduation Leave

(38) A staff member may apply for graduation leave by submitting an application electronically through WebKiosk.

(39) For a graduation ceremony at UNE during normal working hours, a staff member may take a half day's leave.

(40) For a graduation ceremony outside of Armidale, a staff member may take a full day's leave.

(41) A staff member requiring additional leave will need to apply for annual leave or long service leave.

Jury and Witness Leave

(42) A staff member may apply for jury and witness leave by submitting an application electronically through WebKiosk.

(43) A staff member required to attend jury service may:

- a. apply for annual leave or long service leave; or
- b. be deemed to be 'on duty' on normal pay.

(44) Where a staff member elects to be deemed to be 'on duty' on normal pay, they must claim for and pay the University any fee paid for jury service other than for expenses.

Defence Force Reserves Leave

(45) A staff member may apply for defence service reserves leave by submitting an application: a) electronically through WebKiosk; or b) on the Multipurpose Leave form.

Emergency Services Leave

(46) If the nature and timing of the emergency prevent a staff member from coming to work, they must advise the University of their involvement as early as practicable.

(47) A staff member may apply for emergency services leave by submitting an application electronically through WebKiosk.

(48) Where a staff member is required to attend an emergency/disaster for more than three (3) days, they must provide written confirmation of this on their return to work.

(49) A staff member on other approved leave may not convert such leave to emergency services leave.

Purchased Leave

(50) A staff member may apply to participate in the purchased leave scheme for a twelve (12) month period by submitting a completed Application for Purchased Leave form to the Head of Cost Centre, which includes:

- a. the proposed dates of all annual leave to be taken during the year; and
- b. the proposed dates of all the additional leave to be taken during the year.

(51) Approval of purchased leave will take into consideration the operational requirements of the work area and the

amount of annual leave the staff member has (i.e. where the staff member has excess leave, approval would, normally, not be approved).

(52) Leave will continue to accrue at the normal time fraction and staff participating in the purchased leave scheme will take all additional weeks of leave purchased during the period of participation in the scheme.

(53) A staff member participating in a purchased leave scheme will reduce superannuation contributions, based on the actual annual salary.

(54) A staff member who terminates employment during an approved purchase leave period will be required to either reduce their leave balance or repay the monetary value of the leave taken on a pro-rata basis.

(55) A staff member who varies their fraction of employment during an approved purchased leave period, will have their leave balance amended accordingly.

Leave Without Pay

(56) A staff member whose application for leave without pay is approved will forward the completed form to People and Culture no later than three (3) weeks before the commencement of leave.

(57) Leave without pay will not normally be approved where a staff member has not exhausted their annual leave and long service leave entitlements.

(58) Where a staff member is absent on leave without pay, their accrual of leave entitlements will be adjusted accordingly.

(59) Where a staff member is absent on leave without pay for a period of longer than six (6) weeks, the staff member's increment date will be delayed by a period corresponding to the total period of leave without pay.

(60) A staff member on leave without pay must make alternative payment arrangements for all personal payroll deductions during the period of leave.

(61) A staff member on leave without pay is responsible for liaising with their superannuation fund in determining any potential impact on their superannuation as a result of a period of leave without pay.

Authority and Compliance

(62) The Rule Administrator, the Director People and Culture, pursuant to the University's [Leave Management Rule](#), makes these procedures.

(63) UNE Representatives must observe these Procedures in relation to University matters.

(64) These Procedures operate as and from the Effective Date.

(65) Previous Procedures relating to leave management are replaced and have no further operation from the Effective Date of this new Procedure.

Section 4 - Definitions

(66) Adoption means reference to a child who: is not the natural child or step-child of the staff member or the staff member's partner.

(67) Approved course of study means a program of study/training that will lead to the attainment of skills or qualification considered by the University to be relevant to the staff member's current or potential employment with

the University, regardless of whether it is a first or subsequent qualification or for other reasons as mutually agreed between the Head of Cost Centre and the staff member. This may include the study of single units not leading to the attainment of a formal qualification.

(68) Enterprise Agreements means the University of New England Academic Staff and ELC Teaching Staff Collective Agreement 2013-2017, the University of New England Professional Staff Collective Agreement 2013-2017, each as extended or varied from time to time, and is taken to include any agreement that replaces or varies one or more of these documents.

(69) Estimated date of Birth (EDB) means the day certified by a medical practitioner to be the day on which the staff member or the staff member's partner, as the case may be, is expected to give birth to a child.

(70) Immediate family member includes a child (including an adult child, grandchild, adopted child, step child or child for whom the employee is a legal guardian or equivalent), spouse, partner (including same sex partner), former spouse or partner, parent, parent-in-law, grandparent, sibling or other family or household member.

(71) Parent includes step-parent, co-parent, biological, adoptive or foster parent.

(72) Parental leave may be paid or unpaid, and includes maternity/primary carer leave, partner leave, adoption leave, foster leave child rearing leave.

(73) Partner means spouse, former partner, de facto or same sex partner.

(74) Separate occasion means separate periods of time taken as sick leave, whether the time taken is for the same, or different, personal illness, injury or incapacity.

(75) Single period means a continuous period of time taken as sick leave for a specific personal illness, injury or incapacity. It does not mean multiple periods of leave for the same, or different, personal illness, injury or incapacity.

(76) Supervisor means the role to whom a position reports to.

(77) Where the word 'normally' is used, it means that it is the default position that must be followed unless exceptional circumstances exist that require a departure from the default position, as determined by the Rule Administrator acting reasonably.

Status and Details

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Effective Date	12th August 2016
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Unit Head	Kirsten Clayton Director People and Culture
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Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Intensive School" - Is a mode of teaching and learning that brings students together at a particular physical or virtual location for a period of intensive interactive learning experiences. This term encompasses all types of Intensive School, whether held on or off campus or online.

"Senior Executive" - Means the Vice-Chancellor, Deputy Vice-Chancellor, Deputy Vice-Chancellor Research, Chief Financial Officer, and Chief Operating Officer.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.