

Attachment 1: Categories of Leave

Category	Eligible Employees	Entitlement	Conditions	Authorising Officer	Minimum Notice	Application Process*
1 <i>Annual</i>	All employees except those on casual appointments.	<p><i>Full-time Academic Employees:</i> 20 days per year. With the approval of the Supervisor, 10 days may be carried forward to the next year.</p> <p><i>Fractional academic employees:</i> a proportion of 20 days or 150 hours, based on hours worked. (eg 150 hrs x .5 fraction = 75 hours rec leave per year)</p> <p><i>Academic & General Employees:</i> an annual leave loading of 17.5% of salary for the period of leave accrued during the year.</p> <p><i>Full-time General Employees:</i> 20 days per year, to a maximum of 40</p>	<p><i>Academic & General Employees:</i></p> <ul style="list-style-type: none"> • Employees must apply for annual leave utilising the appropriate system. • Annualised hours general employees are not required to submit applications for annual leave because they are paid their leave entitlement in each fortnightly salary. • Annual leave excludes any public holiday occurring during the period of leave. • Annual leave loading will be paid once in December each year. • Fixed term employees will take all annual leave during the term of the appointment. • If a fixed term employee has been unable to take all annual leave accrued during an appointment, the University will pay the cash equivalent of the pro-rata leave due upon expiry of the contract. • Employees receiving higher duties allowance for more than 12 months will be entitled to annual leave paid at the higher level for leave accrued while at that level. • An employee who becomes ill during a period of annual leave may claim personal leave instead of annual leave for the period of the illness that is more than three days. An employee may claim personal leave to the extent of personal leave accrued, and in order to substitute personal leave for annual leave must provide a certificate from a qualified medical practitioner for the period of the illness if that period is for more than three (3) days. Annual leave may then be extended by the same period. <p><i>Academic Employees:</i></p> <ul style="list-style-type: none"> • Annual leave is credited in advance for each year. • Leave will be deemed to have been taken by 1 March each year following the year for which the leave is accrued. 	Supervisor	Notice by mutual agreement with the Supervisor prior to taking leave.	Online utilising PeopleSoft Employee Self Service (ESS)

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		<p>days.</p> <p><i>Fractional General Employees:</i> a proportion of 20 days or 144 hours, based on hours worked. (eg 144 hrs x .5 fraction = 72 hours rec leave per year)</p>	<ul style="list-style-type: none"> • Applications will be managed within the employee's faculty or centre. • Annual leave is deemed to have been taken prior to resignation or date of contract termination. <p><i>General Employees</i></p> <ul style="list-style-type: none"> • A general employee must not accumulate more than 40 days annual leave. • Supervisors will encourage employees to take at least one period of annual leave of 10 days duration each year. • During closure of the University between 25 December and 1 January in the following year inclusive, employees (excluding those directed to work) must apply for annual leave for the appropriate number of days. • A general employee taking leave without pay or secondment to a position external to the University for a period of greater than 6 months (excluding parental leave), may be paid all annual leave entitlements prior to commencing leave. In exceptional circumstances, the Vice-Chancellor may waive this provision. • General employees may be paid annual leave in advance in exceptional circumstances including, but no limited to, travel to international or remote locations or economic hardship. These requests must be in writing to the approving Delegate. 			
2 Personal	All employees except those on casual appointments.	<p><i>Full-Time Employees:</i> 10 days on full pay per year</p> <p><i>Fractional employees:</i> Proportion of 10 days based on hours worked.</p>	<p>Applications for personal leave of longer than three days must be accompanied by a medical certificate.</p> <p>Personal leave will be cumulative in advance during the first year of service.</p> <p>For appointments of less than one year, the leave in proportion to the amount of personal leave of a full-time employee will be available in advance.</p>	Supervisor	<p>Verbal notice on the day illness commences.</p> <p>An <i>Absence Request</i> form is to be submitted as soon as possible, or immediately</p>	<p>Online utilising PeopleSoft Employee Self Service (ESS)</p> <p>A hard copy medical certificate for leave in excess of 3 days must</p>

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			<p>Personal leave without salary may be taken when:</p> <ul style="list-style-type: none"> • leave relates to an absence caused by ill-health and personal leave entitlements have been exhausted and • the employee wishes to preserve annual leave and long service leave credits <p>When personal leave without pay is granted the conditions outlined in the <i>USQ Certified Agreement</i> apply.</p>		following return to work.	be sighted by the supervisor prior to approving the leave and forwarded to Human Resources for record keeping.
3a Parental - Maternity	An employee with 12 months continuous service as at the medically certified expected date of birth.	<p>A total absence of 52 weeks. This may include a maximum of 14 weeks paid maternity leave, 6 weeks paid primary care-giver's leave and an additional 6 weeks paid leave, plus any accrued annual and long service leave.</p> <p>An employee who does not have 12 months continuous service is entitled to a maximum of 26 weeks leave without salary, and any accrued annual leave may be taken during the period of absence.</p>	<p>A medical certificate is required indicating expected date of birth with a statutory declaration stating the period of any parental leave sought by the employee's partner if also an employee of the University.</p> <p>Leave may begin up to 20 weeks prior to the expected date of birth, or earlier where certified by a medical practitioner. Otherwise paid Maternity Leave will commence from the date of birth of the child, and will be continuous for the 14 week period.</p> <p>Where an employee is on paid maternity leave, personal leave will not be granted for normal pregnancy but may be granted by the Group Manager after medical advice has been considered in respect of abnormal conditions associated with the pregnancy.</p> <p>Where, in the opinion of a registered medical practitioner, illness or risks arising from pregnancy or hazards connected with the work assigned to the employee, make it inadvisable for the employee to continue in their present work, the employee will, if the University deems it practical, be transferred to a safe job until the beginning of maternity leave. If the transfer to a safe job is not practical, the employee may, or the University may require, the employee to take leave for such period as is certified necessary by a registered medical practitioner.</p> <p>Once leave has begun the employee is required to remain absent for</p>	Category 4 Delegate or above	<p>10 weeks written notice to the Supervisor stating expected date of birth.</p> <p>Absence Request Form to be submitted four weeks prior to start of leave indicating the period of leave to be taken.</p> <p>Written notice of intention to return to work must be given at least four weeks prior to end of parental leave.</p>	Paper-based utilising Absence Request Form

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		<p>For the period of paid leave, an employee will be paid salary at the full time or fractional rate received prior to the commencement of the leave.</p> <p>A casual employee with 12 months service is entitled to unpaid leave.</p>	<p>at least six weeks from date of birth.</p> <p>Where an employee suffers illness related to pregnancy, for as long as a doctor certifies it to be necessary, or for the period granted by the Vice-Chancellor in relation to special leave, the employee is entitled to apply for the following types of leave:</p> <ul style="list-style-type: none"> (a) paid personal leave, either instead of, or as well as, special maternity leave; and/or (b) unpaid leave ("special maternity leave") and/or (c) paid special leave <p>Where a pregnancy terminates in other than the birth of a living child or where the child dies during the period of paid maternity leave, the employee shall continue to be entitled to apply for:</p> <ul style="list-style-type: none"> (a) paid special leave; and (b) resume work at a time mutually agreed between the University and the employee which will not exceed five weeks from the date of notice in writing by the employee to the University that he/she desires to resume work. <p>In considering applications for paid special leave, the Vice-Chancellor will take into account the period of maternity leave entitlement.</p> <p>An employee is entitled to 6 weeks paid primary care-giver's leave to be taken immediately following maternity leave taken in relation to the child where they are the primary care-giver.</p> <p>An employee who is entitled to access primary caregiver's leave for a child may access a total of a further 6 weeks of paid leave for the</p>			

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			<p>same child. This may be taken at a time agreed with the employee's supervisor, up to the child's second birthday.</p> <p>The unpaid leave cannot extend beyond the child's first birthday, except as provided for in relation to the additional 6 weeks paid leave.</p> <p>An employee may return to work after Parental Leave on either a full-time or fractional basis for a maximum period of 2 years from the return to work date by mutual agreement with the Category 4 Delegate or above (refer to <i>3d Parental – General</i> for more information).</p> <p>There is an expectation that an employee who accesses paid components of parental leave will return to the workplace for at least 3 months following the period of parental leave. The University may require any monies to be refunded should an employee resign following the period of parental leave.</p>			
3b Parental – Partner (Paternity)	An employee who is a father of or accepts responsibility for the care of an expected or newborn child.	<p>A total absence of 52 weeks. This may include a maximum of 2 weeks paid partner leave and any accrued annual and long service leave.</p> <p>The two weeks paid leave can be taken as separate periods of at least a day.</p> <p>An employee who</p>	<p>A medical certificate is required which names the employee's partner, states the partner is pregnant and indicates the expected date of birth, with details of any leave approved for the partner where the partner is also an employee of the University.</p> <p>The paid leave must commence between one week prior to the expected date of birth and five weeks after birth. The unpaid leave cannot extend beyond the child's first birthday.</p> <p>Where the employee's partner is also a USQ employee, the aggregate leave must not exceed 52 weeks. Both partners will not take unpaid parental leave at the same time where both are USQ employees.</p> <p>An employee is also entitled to 6 weeks paid primary care-giver's</p>	Category 4 Delegate or above	<p>10 weeks written notice to the Supervisor stating expected date of birth where the employee intends to access parental leave in excess of the two weeks paid partner leave.</p> <p>Absence</p>	Paper-based utilising Absence Request Form

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		does not have 12 months continuous service is entitled to a maximum of 26 weeks leave without salary, and any accrued annual leave taken during the period of absence.	<p>leave to be taken immediately following partner leave in relation to the child where they are the primary care-giver, and where both the child's mother and the partner are USQ employees, and where the child's mother has not taken the 6 weeks primary care-giver's leave.</p> <p>An employee who is entitled to access primary caregiver's leave for a child may access a total of a further 6 weeks of paid leave for the same child, where both the child's mother and the partner are USQ employees, and where the child's mother has not taken the further 6 weeks paid leave. This may be taken at a time agreed with the employee's supervisor, up to the child's second birthday.</p> <p>There is an expectation that an employee who accesses paid components of parental leave will return to the workplace for at least 3 months following the period of parental leave. The University may require any monies to be refunded should an employee resign following the period of parental leave.</p>		<p>Request Form to be submitted four weeks prior to start of leave indicating the period of leave to be taken.</p> <p>Written notice of intention to return to work must be given at least four weeks prior to end of parental leave where the employee has taken parental leave in excess of the 2 weeks paid partner leave.</p>	
3c Parental - Adoption	An employee with 12 months continuous service who assumes the main role of carer for an adopted child under the age of five.	<p>52 weeks leave of which 14 weeks unbroken leave are paid at normal salary.</p> <p>The 14 weeks paid leave will be taken at the time of placement of the child.</p>	<p>Statement must be provided from Adoption Agency or other appropriate body stating date of placement of child and that the employee is to have custody of the child, and a statutory declaration stating the period of any adoption leave sought by the employee's partner, and the employee is seeking the leave to be the child's primary caregiver.</p> <p>An employee is entitled to 6 weeks paid primary care-giver's leave to be taken immediately following adoption leave taken in relation to the child where they are the primary care-giver.</p> <p>An employee who is entitled to access primary caregiver's leave for a</p>	Category 4 Delegate or above	<p>Written notice of any approval to adopt a child normally at least 10 weeks before the expected date of placement of the child.</p> <p>Absence Request Form</p>	Paper-based utilising Absence Request Form

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			<p>child may access a total of a further 6 weeks of paid leave for the same child. This may be taken at a time agreed with the employee's supervisor, up to the second anniversary of the date of placement, or the child's fifth birthday, whichever is the sooner.</p> <p>There is an expectation that an employee who accesses paid components of parental leave will return to the workplace for at least 3 months following the period of parental leave. The University may require any monies to be refunded should an employee resign following the period of parental leave.</p>		<p>indicating start and end dates, as soon as practicable after notification of the expected placement date but, in any case, at least 14 days before starting the leave.</p>	
3d Parental - General	As indicated in 3a-3c	As indicated in 3a-3c	<p>An employee on approved parental leave may take annual leave or long service leave in lieu of unpaid elements of parental leave.</p> <p>An employee returning to work after parental leave is entitled to be employed in their substantive position.</p> <p>Where significant changes to the role or duties of the position occur during the employee's absence on parental leave, the employee will be consulted prior to the implementation of such changes.</p> <p>A replacement employee will only be appointed on a temporary or seconded basis for the period of parental leave.</p> <p>An employee returning to work after parental leave may return on either a full-time or fractional basis, subject to the operational needs of the workplace and the mutual agreement of the delegated officer and the employee:</p> <p>(a) Where the employee returns on a fractional basis, salary and entitlements will be adjusted accordingly.</p> <p>(b) Any period of fractional employment will initially be approved</p>			<p>Paper-based utilising Absence Request Form</p>

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			<p>for a maximum period of 2 years from the return to work date.</p> <p>(c) Within 6 weeks prior to the expiry of the fractional employment agreement the arrangement will be reviewed taking into account the organisational needs of the University and the family responsibilities of the employee. At this time the fractional arrangement agreement may be:</p> <p>(i) confirmed on a continuing basis; or</p> <p>(ii) extended (subject to further reviews to be conducted at least annually); or</p> <p>(iii) ceased.</p> <p>Such determination is to be made at the University's discretion.</p>			
4 <i>Carer's</i>	All employees except those on casual appointments.	<p>Employees may use any accrued personal leave to provide care for members of their immediate family or household when they are ill.</p> <p>Employees may elect to use accrued annual leave, or take time off in lieu of overtime, or take leave without salary, with the consent of the University.</p>	<p>Subject to the employee being responsible for the care of the person concerned who is either a member of the employee's immediate family or household.</p> <p>Applications for carer's leave must state the name of the person requiring care and their relationship to the employee, the reasons for taking such leave and the estimated length of absence.</p> <p>Applications for carer's leave of longer than 3 days must be accompanied by a medical certificate or statutory declaration stating the illness of the person concerned.</p> <p>Overtime taken as time off in lieu to care for members of immediate family member or household, during ordinary hours, will be taken at the ordinary rate, that is an hour for each hour worked.</p> <p>Alternatively, an employee may elect, with the consent of the University, to work 'make-up time', under which the employee takes time off during ordinary hours and works those hours at a later time during the spread of ordinary hours.</p>	Supervisor	As soon as practicable prior to the absence, or verbal notice on the day the illness commences.	<p>Online utilising PeopleSoft Employee Self Service (ESS)</p> <p>A hard copy medical certificate for leave in excess of 3 days must be sighted by the supervisor prior to approving the leave and forwarded to Human Resources for record keeping.</p>

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5 <i>Compassionate</i>	All employees except those on casual appointments.	Up to 3 days per compassionate on full pay upon the death of a close relative.	<p>Close relatives for this purpose are spouse/partner, parent, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, stepfather, stepmother, stepsister, stepbrother, halfsister, halfbrother, grandparent, granddaughter, grandson, son-in-law, daughter-in-law, any other person approved by the Vice-Chancellor or delegated officer.</p> <p>Where an employee requires additional compassionate leave to fulfil cultural requirements or to travel interstate or overseas, paid special leave may be granted upon application to the Vice-Chancellor.</p>	Supervisor	Not applicable.	Online utilising PeopleSoft Employee Self Service (ESS)
6 <i>Long Service</i>	Employees with 10 years continuous service.	<p>13 weeks on full pay after 10 years continuous service and 1.3 weeks per year thereafter.</p> <p>A full time employee may, subject to the operational requirements of the University, apply to take extended long service leave on half pay (instead of a shorter period on full pay).</p>	<p>1 Entitlement</p> <p>A full-time employee will be entitled to long service leave after completing 10 years of continuous paid service. Long service leave will accrue at the rate of 6.5 days for each year of continuous service and on a pro rata basis for an incomplete year.</p> <p>For convenience, long service leave is calculated on an hourly basis.</p> <p>Casual and fractional employees are entitled to long service leave on a proportional basis.</p> <p>2 Continuity of Service</p> <p>During a period of employment, continuity of service is not broken through absence from work (including illness or injury) on paid or unpaid leave approved by the University.</p> <p>When an employee is absent on approved unpaid leave, the first 10 days is counted as service for the purpose of calculating the employees long service leave entitlement. That is, the 10 year qualification period is extended by the length of unpaid leave in excess of 10 days.</p>	Supervisor	<p>6 months notice in writing. Notice of leave may be waived where there is mutual agreement between the employee and the delegated officer.</p> <p>Where less than 6 months notice is provided, leave will be approved or deferred at the discretion of the delegate officer.</p>	Online utilising PeopleSoft Employee Self Service (ESS)

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			<p>Where fixed term employees have a break between contracts, continuity of service is not broken when the break does not exceed 90 days. In such cases the first 10 days is counted as service for the purpose of calculating an employee's long service leave entitlement.</p> <p>3 Casual Staff</p> <p>Casual employees may count actual periods of continuous service accrued after 23 June 1990 towards long service leave. Continuity of service is not deemed to have been broken if the period between appointments does not exceed 90 days.</p> <p>4 Recognition of Prior Service</p> <p>Refer to <i>HR Policy E5: Recognition of Prior Service</i> for details.</p> <p>5 Minimum Period of Leave</p> <p>An employee may, on written request, take the leave wholly or in part, with a minimum of two weeks being taken. However, one week may be taken in exceptional circumstances.</p> <p>6 Application for Leave</p> <p>Any employee who wishes to be granted long service leave must lodge a completed leave application form with the University at least six (6) months prior to the date the leave is to begin. The application form must state the amount of leave required and the dates from which the leave is to commence and end.</p> <p>An employee will be granted long service leave at the time of their choosing provided they have given six months notice, in writing. However, where there is mutual agreement between the employee and the delegated officer, notice of leave may be waived.</p>			

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			<p>7 Deferment of Leave</p> <p>The University may defer any period of approved long service leave in special circumstances or emergencies, in which case the University must:</p> <ul style="list-style-type: none"> • Give details for the circumstances to the employee; and • Reimburse the employee for any expenses reasonably incurred as a result of the deferral. <p>The period of deferral will not exceed three (3) months unless mutually agreed between the University and the employee.</p> <p>8 Illness while on Long Service Leave</p> <p>An employee who becomes ill during a period of long service leave may claim personal leave instead of long service leave for the period of the illness that is more than three days. A medical certificate must be submitted covering the nature and period of illness. Long service leave may then be extended by the same period.</p> <p>9 Maximum Accrual</p> <p>Where an employee has accumulated a long service leave entitlement in excess of 18 weeks, the University may give the employee written notice to take a minimum of five (5) weeks of such leave, at a time convenient to the needs of the University within the following 12 month period, provided that:</p> <ul style="list-style-type: none"> • The Vice-Chancellor (or delegated officer) will give the employee at least six (6) months written notice of the date on which the leave must commence; 			

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			<ul style="list-style-type: none"> The employee will not be required to take long service leave within 24 months of the intended date of retirement of the employee. <p>Where an employee has accumulated a long service leave entitlement in excess of 18 weeks, the employee may elect to take a money equivalent of a minimum of five (5) weeks entitlement for the leave accrued in excess of 13 weeks.</p> <p>In any case where an employee has taken leave pursuant to this subclause, the delegated officer will not require any employee to take a further period of long service leave for a period of two years after the end of that period of leave.</p> <p>10 Termination of Employment</p> <p>An employee who is eligible to long service leave will be entitled to payment in lieu of long service leave on resignation, retirement or in the event of death, to the employee's estate.</p>			
7 Jury Service/ Court Attendance	All employees except those on casual appointments.	As necessary.	<p>An employee performing jury service or attending court as a witness will be granted leave without pay upon production of a certificate from the Sheriff's Office or relevant court officer indicating attendance.</p> <p>Where payment is received by the employee for Jury Service and/or witness duty, and is paid to the University, leave with pay will be granted.</p>	Supervisor	<p>Verbal notice on the day absence commences.</p> <p>A leave application must be made immediately following return to work.</p>	<p>Online utilising PeopleSoft Employee Self Service (ESS)</p> <p>A hard copy certificate of attendance must be sighted by the supervisor prior to approving the leave and forwarded to</p>

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						Human Resources for record keeping.
8 Major Sporting Competitions	All employees except those on casual appointments.	Paid leave of up to 5 working days per annum.	For Australian representation at State or National level as player or coach. Documentary evidence of selection is required.	Supervisor	2 weeks.	Online utilising PeopleSoft Employee Self Service (ESS) A hard copy notice of selection must be sighted by the supervisor prior to approving the leave and forwarded to Human Resources for record keeping.
9 Defence Reserve Forces	All employees except those on casual appointments.	Attendance at annual training camps, classes or courses. Up to 16 calendar days or up to 18 days where certified by the commanding officer.	Authorised Training Notice to be supplied.	Supervisor	2 weeks.	Online utilising PeopleSoft Employee Self Service (ESS) A hard copy training notice must be sighted by the supervisor prior to approving the leave and forwarded to Human

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						Resources for record keeping.
10 Workplace Relations	All employees except those on casual appointments.	5 working days each year on normal salary	An employee may be granted up to 5 working days leave on ordinary rates each calendar year (non cumulative) to attend workplace relations courses and seminars, provided that the University is not involved in any other costs except for the payment of extra remuneration where relieving arrangements are instituted to cover the absence of the employee. The employee is required to provide documentary evidence of the registration for the course/seminar.	Supervisor	2 weeks.	Online utilising PeopleSoft Employee Self Service (ESS) A hard copy notice of registration must be sighted by the supervisor prior to approving the leave and forwarded to Human Resources for record keeping.
11 Emergency Attendance	All employees except those on casual appointments.	As required, subject to approval.	Officers who are members of the State Emergency Service, voluntary members of local fire fighting units, auxiliaries of fire brigades, Honorary Ambulance Officers and St John Ambulance volunteers.	Supervisor	As required.	Online utilising PeopleSoft Employee Self Service (ESS)
12 Election	All employees except those on casual appointments.	Total period not exceeding two months.	When contesting a Federal, State or Local Govt election, leave may be debited from accrued annual leave or long service leave, or taken without salary.	Supervisor	4 weeks.	Online utilising PeopleSoft Employee Self Service (ESS)
13 In Lieu of Overtime	General employees up to and including USQ Level 10, except those	Up to 36 hours of time in lieu of overtime may be accrued within a six month period.	Time off in lieu is calculated on an hour for hour basis. Overtime must be approved prior to time worked. Leave must be taken within six months of the day on which the overtime was worked, otherwise it will lapse.	Supervisor	2 weeks	Online utilising PeopleSoft Employee Self Service (ESS)

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	on casual appointments.		Applications for leave in lieu of overtime must state the date(s) and time(s) overtime was worked.			
14 Leave Without Salary	All employees except those on casual appointments.	As approved.	<p>Leave without salary is a special provision which may be granted on infrequent occasions to meet a staff member's particular need. Leave without salary may be approved for any of the following reasons:</p> <ul style="list-style-type: none"> • for enhancing the employee's academic or industrial experience which will provide real benefits to the University; or • for personal development purposes; or • on compassionate grounds (and compassionate or carer's leave is not available) and the employee wishes to preserve available annual leave and long service credits; or • an absence caused by ill-health, where personal leave entitlements have been exhausted and the employee wishes to preserve annual leave and long service leave credits; or • personal reasons, where good and sufficient reasons exist for the leave. <p>In all cases, approval is subject to the convenience of the University.</p> <p>For periods of leave of more than six months, the following apply:</p> <ul style="list-style-type: none"> • the employee will be required to use available long service leave credits in excess of 18 weeks, where the leave is for personal reasons, unless otherwise approved; • a general employee will be paid all annual leave entitlements prior to commencing leave, unless due to exceptional circumstances this is waived by the relevant delegate. • approval will be subject to the supervisor confirming that satisfactory alternative arrangements can be made to meet the 	Supervisor for periods of less than 4 weeks, Category 4 Delegate or above for periods up to and including six months, Category 2 Delegate or above for periods of more than six months and up to two years (note that leave of this duration is regarded as exceptional).	Two week's notice for leave less than 10 days. 6 weeks notice for leave 10 days or longer.	Paper-based utilising Absence Request Form

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			<p>needs of the faculty or section during the absence; and there will be no expectation that the employee will return to the position held prior to taking leave (with the exception of parental or carer's leave). The employee is entitled to be placed in a position with no less salary classification.</p> <p>Periods of leave without salary have the following effects on other entitlements:</p> <ul style="list-style-type: none"> • unpaid leave up to a period of 10 working days will be recognised as service, for the purpose of calculating eligibility for long service leave, annual leave and personal leave. Periods in excess of 10 working days will not be recognised as service for leave purposes. • the increment date will be deferred by a period equivalent to the whole period of leave without salary where the period of leave is in excess of one month (for a period of up to one month, the employee's increment date will not be changed); • the period of absence without salary in excess of 10 days will not count as service for the accrual of annual leave in that calendar year. Annual leave loading will be adjusted in the same way. • where leave has been granted due to incapacity, and WorkCover compensation is paid, annual leave accrual is not affected. • the anniversary date on which an employee becomes eligible for a further grant of personal leave will be deferred by a period equivalent to the whole period of leave without salary. <p>Employees contemplating leave without salary should discuss their superannuation options with the Superannuation Officer.</p>			
15 <i>Worker's Compensation</i>	All PAYG employees	Unlimited – dependent upon	First 26 weeks granted. For more information refer to Work Cover Act.	Category 4 Delegate or above	Not applicable	Paper-based utilising

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		Work Cover granting the claim	All leave accruals such as personal leave, annual leave, long service leave and incremental progression are not affected.			Absence Request Form
16 <i>Special Leave</i>	All employees except casuals	Negotiable	Where an employee has exhausted their entitlements to paid leave, a further period of paid or unpaid special leave may be granted upon application to the relevant delegate.	Category 2 Delegate or above	As soon as practical	Paper-based utilising Absence Request Form