**INTRODUCTION**

The University values Teaching-focused Academic Staff (TFAS) and their contribution to the overall development, delivery and quality of teaching excellence. In recognition, all TFAS shall be entitled to a period of Non-Attendance Time (NAT) each calendar year.

**INTENT**

The intention of this document is to outline the eligibility criteria, application procedures and conditions for taking non-attendance time. These procedures are subject to cl. 65 of the Agreement.

NAT currently only applies to TFAS who deliver in Vocational Education and Training (VET). Higher Education (HE) TFAS will only become eligible for NAT following the merger of the academic pay scales in May 2013.

**RELEVANT DEFINITIONS**

In the context of this document:

**Eligible Alice Springs staff** means TFAS who were formerly employed by Centralian College and who on 1 January 2004 transferred to Charles Darwin University as VET lecturers and remain employed as TFAS at the Alice Springs Campus;

**OHRS** means the University’s Office of Human Resource Services;

**PDRS** means Performance Development Review System;

**Senior Executive** a staff member in the position of Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellor or Executive Director of the University;

**Senior Manager** means a staff member in the position of Director or Head of School of the University;

**StaffOnline** means the program available on the University’s OHRS webpages that provides staff direct access to details of their leave accrual and payslips and allows staff to apply for leave electronically;

**Supervisor** means the immediate day to day manager of an individual staff member or of a group of staff;

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1 Refer cl. 65.1.1 of the Agreement
Teaching-Focussed Academic Staff (for the purpose of this procedure must be working predominately in Vocational Education and Training (VET)) means staff who are expected predominantly to teach and engage in the scholarly advancement of teaching with limited involvement in other research activity; and

The Agreement means the Charles Darwin University and Union Enterprise Agreement 2011.

PROCEDURES

Entitlement

Continuing and fixed-term contract TFAS staff are entitled to a maximum of three (3) weeks NAT per calendar year. Eligible Alice Springs staff are entitled to six (6) weeks NAT\(^2\).

Teaching-focussed academic staff joining the University or moving into a teaching-focussed academic role in any calendar year:

- Before 1 March will be entitled to the entire three (3) week NAT in that calendar year;
- After 1 March and before 1 September will receive one (1) week NAT in that calendar year; or
- After 1 September will not be eligible for NAT in that calendar year.

NAT is not accruable and must be taken in the calendar year it is accrued.

NAT is reset 1 January each calendar year.

NAT does not accrue from year to year and cannot be carried forward other than in exceptional circumstances which must be approved by the Pro Vice-Chancellor, Vocational Education and Training (PVCVET).\(^3\).

An application to carry-over NAT must be in writing and addressed to the PVCVET through the relevant supervisor. The application must include the reason/s why the NAT was not used. The application must include comment from the staff member’s supervisor.

Conditions

Non-attendance time is inclusive of public holidays and/or weekends, and may not be broken for the sole purpose of excluding a public holiday and/or weekend.

Non-attendance time may not be taken in blocks of less than one week (7 calendar days).

Prior to taking NAT the staff member must:

- Complete a leave plan for the year that includes NAT and reduces paid annual recreation leave accruals to zero for the applicable calendar year;
- Ensure all grading and assessment information is recorded or forwarded to the relevant supervisor or customer service officer;
- Ensure all activities and actions pertaining to employment including development tasks outlined in the staff member’s PDRS are progressing satisfactorily; and
- Provide contact details for the period of NAT, including telephone number and residential and postal address.

\(^2\) Refer cl. 65.1.1 of the Agreement
\(^3\) Refer cl. 65.4 of the Agreement
The staff member must remain contactable and be capable of dealing with any issue arising out of the conditions for taking NAT\(^4\). No outside employment is to be undertaken during NAT.

It is the supervisor’s responsibility to ensure that the staff member has met all conditions of entitlement prior to approving NAT.

**Booking Non-attendance Time**

NAT must be included in the staff member’s annual leave plan which is to be completed by March each year. However, prior to actually accessing NAT the University requires at least four (4) weeks’ notice, be given to the supervisor, of a request to take non-attendance time.

A request for NAT must be submitted by the staff member using the Application for Leave form available on the OHRS webpages. All requests, once receiving approval from the relevant supervisor, must be forwarded to OHRS a minimum of two (2) weeks prior to the staff member commencing NAT.

**Cancellation/ Amendment of Approved Leave**

To cancel or change a future approved NAT booking, the staff member must download and complete a Request for Leave Amendment form from the OHRS webpage. This form must then be forwarded to the staff member’s supervisor for approval and then forwarded to OHRS once approved.

On receipt of the form, OHRS will process any changes in the system.

A requested NAT booking through StaffOnline may be deleted subject to the booking not being approved by the supervisor.

* From 1 January 2012 all requests for NAT must be submitted electronically through StaffOnline.

For more information on using the StaffOnline function, refer to the How to Book Leave User Guide available under Leave in StaffOnline.

NAT requests will be automatically forwarded to the supervisor for approval. When a NAT request is actioned (approved/rejected) by the supervisor, an automated email advice will be dispatched.

NAT balances will be available for viewing by using the Leave Balances option on StaffOnline.

StaffOnline is programmed to reject a NAT request where the booking results in a negative balance.

A NAT request must only be booked once. OHRS will recover overpayments resulting from over bookings.

**ESSENTIAL SUPPORTING INFORMATION**

Internal

- Application for Leave form
- Charles Darwin University and Union Enterprise Agreement 2011
- How to Book Leave User Guide
- Human Resource Policy
- Request for Leave Amendment form

\(^4\) Refer cl. 65.2 of the Agreement
### Document History and Version Control

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