INTRODUCTION

Other staff leave incorporates all other paid or unpaid leave provided for in the Charles Darwin University and Union Enterprise Agreement 2011 including; Public Holidays (cl.43); Aboriginal and Torres Strait Islander Cultural Leave (cl.48) and Union Leave (cl.55).

Effective leave management is important. The University requires all staff to notify their supervisors of their leave intentions where applicable. Supervisors are accountable for their staff members’ leave management and approvals.

INTENT

The intention of this document is to ensure staff members and supervisors understand the expectations and requirements for effective leave management as outlined in the Charles Darwin University and Union Enterprise Agreement 2011 (the Agreement) and to define the eligibility criteria for accessing other leave.

RELEVANT DEFINITIONS

In the context of this document:

ATSICL means Aboriginal and Torres Strait Islander Cultural Leave;

Continuous service means continuous, paid service, other than casual service, with the University;

Ceremonial Obligations means an occasion where the staff member is obliged to participate in a significant indigenous ceremony i.e. a funeral;

HRS means the University’s Office of Human Resource Services;

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

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

Supervisor means the person responsible for day-to-day supervision of a staff member or a group of staff;

The Act means the Fair Work Act 2009; and

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

Entitlements and Conditions

Public Holidays

All staff members (other than casual) shall be entitled to paid leave while on gazetted Northern Territory Public Holidays, where the staff member would otherwise have been required to attend work.

A staff member and supervisor may agree to substitute a day-in-lieu at single time.

An arrangement to substitute a public holiday for a day-in-lieu must be agreed upon in advance with the staff member and should only be used on rare occasions to achieve an operational objective.

Should a staff member be required to work a public holiday to meet operational requirements and another day-in-lieu cannot be agreed the staff member will be entitled to over-time in accordance with cl. 23.4 of the Agreement.

Aboriginal and Torres Strait Islander Cultural Leave (ATSICL)

Five (5) days paid and an additional ten (10) days unpaid ATSICL per calendar year is available to Indigenous staff members (other than casuals) for the purpose of fulfilling ceremonial obligations.

ATSICL does not accrue.

Paid ATSICL counts as service for all purposes.

Unpaid ATSICL does not count as service for all purposes including accrual of leave and does not break a staff member’s continuous service.

ATSICL is in addition to any other applicable leave that may apply depending on the circumstances for example, compassionate leave.

Union Leave

Identified staff members may access paid Union Leave in accordance with cl.55 of the Agreement.

Union Leave is available for two purposes:

1. For the purpose of attending courses or seminars pertaining to industrial relations training.

Union Leave for up to six (6) working days in any one calendar year is available to:

- Three (3) National Tertiary Education Union (NTEU) NT branch nominated staff members;
- Three (3) Australian Education Union (AEU) nominated staff members; and
- One (1) nominated staff member for each of the other Unions party to the Agreement.

Unused Union Leave for the purpose above will remain available during the course of the same calendar year for use by the nominated staff member, but does not accrue from year to year.

*For example – Purpose 1*

_The union has nominated Mary, Tom and Sarah as NTEU officials. They each requested Union Leave to attend a number of courses and seminars requiring Mary to be on leave for 5 days, Tom to be on leave for 8 days and Sarah for 5 days. Whilst Sarah and Mary have requested_
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ESSENTIAL SUPPORTING INFORMATION

Internal

Application for Leave form
Charles Darwin University and Union Enterprise Agreement 2011
Human Resource Policy
Request for Leave Amendment form

External

Fair Work Act 2009.
Northern Territory Public Holidays
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