PURPOSE
Leave Without Pay (LWOP) is intended to enable targeted, continuing professional development opportunities as well as offering a balance between operational commitments with family and/or personal responsibilities.

CONDITIONS FOR LWOP
LWOP may be granted only when a staff member has exhausted all other forms of leave available to them and/or

There is a clear, potential benefit to the University’s core business operations;

The LWOP is attached to parental leave;

The LWOP is for unusual or extenuating circumstances;

The LWOP is for cultural ceremony;

The LWOP is for personal development, career development, skill enhancement, exchange or study; or

The LWOP is for personal circumstances including compassionate grounds (this may include working in a family operated run business to cover unforeseen circumstances).

LWOP in excess of one month will not normally be approved during a staff member’s probationary employment period. Where leave is approved under extraordinary circumstances the probationary employment period will be extended accordingly.

Weekends and public holidays which fall during the period of LWOP shall form part of the leave.

For academic staff members, where possible the proposed period of LWOP is to encompass complete teaching periods.

LWOP will not be granted in broken periods separated by public holidays, long service leave, or paid annual recreation leave and shall only be available after all long service leave and paid annual recreation leave has been exhausted.

LWOP will not count for incremental progression or leave accrual purposes.

A staff member is not covered by the University’s Workers’ Compensation provisions during any absence on LWOP.

The staff member applying for LWOP must supply Human Resource Services (HRS) with updated contact information with the application for LWOP. The University may need to contact the staff member during the period of LWOP for such reasons as pending organisational changes or other University requirements.

During a period of LWOP of more than four weeks, the staff member must return any University supplied equipment (i.e. laptop/mobile phone).

The University will endeavour to provide a staff member who has been on LWOP for six months or more, their pre-LWOP substantive position or, if that position no longer exists, a suitable alternative position at the same level as the position held before commencing LWOP.

Applications must be submitted and approved in sufficient time to ensure that the approved application is received at the HRS at least three weeks before the commencement of leave.

Timing of leave should be discussed and agreed upon with the staff member’s supervisor, taking into account the operational requirements of the workplace;

LWOP is granted with the expectation that the staff member will resume duty on the first working day after the expiration of the leave period.

This information is provided as a guide only. Please refer to the Charles Darwin University and Union Enterprise Agreement 2013 and relevant policies and procedures.
CONDITIONS FOR LWOP (continued)
Failure to return to work on the scheduled return date without notification and approval by the Senior Manager/Senior Executive prior to that scheduled return date may constitute abandonment of employment.

An approved period of LWOP will not normally exceed one year however, requests for longer periods of LWOP (up to two years) may be considered. All LWOP requests must be approved prior to commencement of LWOP.

Any extensions to the period of LWOP must also be applied for and approved prior to the commencement of any extension. The staff member must attempt to provide as much notice as possible when making an application for LWOP. In normal circumstances this means two months notice.

A statement of the circumstances supporting the application must be in writing and accompany applications for such leave utilising the appropriate form.

RELEVANT FORMS
Application for LWOP has its own form, available through the link on the HRS forms webpage.