Non-Attendance Time

PURPOSE
To provide academic staff a paid period of non-attendance time (NAT) during the academic year when students are not on campus. Generally speaking this will be during term breaks and over the end of year break.

ELIGIBILITY
Teaching-Focused Academic Staff means, for the purposes of the Charles Darwin University and Union Enterprise Agreement 2013, an academic staff member expected predominantly to teach and engage in the scholarly advancement of teaching with limited involvement in other research activity, as described in Clause 3.40 of the Agreement.

NAT eligibility for new staff commences 12 months after their anniversary date. For existing staff NAT is reset 1 January each calendar year.

ENTITLEMENTS
Continuing and fixed term contract Teaching-Focused Academic Staff in their second or subsequent years of employment with the University may take up to three weeks paid non-attendance time (NAT), inclusive of public holidays and weekends.

Part-time staff are entitled to the equivalent fraction of NAT.

All NAT must be taken at a time during the academic year when students are not on campus. Generally speaking this will be during term breaks and over the end of year break.

NAT does not accrue and cannot be carried forward from year to year.

PROCEDURES
A leave plan for the year that includes NAT leave must be completed in conjunction with PDRS with supervisor approval by March each year.

The leave plan must ensure all annual recreation leave credits are zero at 31 December.

In addition:
- All grades for units taught must be entered on the system before commencement of NAT;
- All assessment information, including marking for units that are partly taught by the employee must have been passed to the Team Leader/Customer Service Officer;
- All assigned activities or actions are progressing satisfactorily by the time of the leave, such as development tasks outlined in the staff member’s PDRS;
- Staff must provide their Supervisor with contact details for the period they are on NAT, including a telephone number and postal address.

NAT may not be taken in blocks of less than one week (7 days).

Once approved, staff taking NAT are required to remain in contact with the University and be able to deal with any of the issues relating to their role as a lecturer.

No outside employment is to be undertaken during NAT.

Prior to accessing NAT the University requires at least four weeks notice.

APPLYING FOR LEAVE
When the leave plan has been agreed and finalised all leave can be applied for through StaffOnline.

FACT SHEET
This information is provided as a guide only. Please refer to the Charles Darwin University and Union Enterprise Agreement 2013.