PURPOSE

Personal Leave (Sick Leave and Carer’s Leave) enables staff to recuperate after an injury or illness or to look after an immediate family member who needs care and support due to injury, illness or other personal emergency.

Compassionate Leave enables staff to take leave under circumstances where an immediate family member sustains an injury or an illness that is life threatening or to attend to an immediate family member’s funeral.

ELIGIBILITY

Personal Leave is available to all employees other than casual employees.

There is no entitlement to paid leave for an employee who is absent from work because of personal injury or illness for which the employee is receiving Workers’ Compensation.

ENTITLEMENTS

Paid Personal Leave (Sick and Carer’s Leave):
For each year of service with the University, an employee is entitled to:
1st year of service - 15 days
2nd year of service - 15 days
3rd and subsequent - 20 days

From the beginning of the 2nd year the full entitlement to paid personal leave will be available from the anniversary date according to the employee’s ordinary hours of work (full-time or part-time), and accumulates from year to year.

Fixed term contract staff on contracts of 12 months or less will receive five days leave after two months and one day per month thereafter up to a maximum of 15 days.

Part-time employees are entitled to a fraction of the full-time entitlement according to their hours of work. Fixed term contract staff on contracts of 12 months or less will receive five days leave after two months and one day per month thereafter up to a maximum of 15 days.

An employee may take paid personal leave if the leave is taken:
- because the employee is not fit for work because of a personal illness, or personal injury, affecting the employee; or
- to provide care and support to a member of the employee’s immediate family, or a member of the employee’s household, who requires care or support because of:
  - a personal illness, or personal injury; or
  - an unexpected emergency

Five days, but no more than three consecutive days, paid personal leave may be taken annually without a medical certificate.

Unpaid Personal Leave (Sick and Carer’s Leave):
An employee is entitled to two days of unpaid personal leave for each permissible occasion when a member of the employee’s immediate family, or a member of the employee’s household, requires care or support because of:
- a personal illness, or personal injury, affecting the member; or
- an unexpected emergency affecting the member.

Paid Compassionate Leave:
An employee is entitled to three days of compassionate leave for each permissible occasion when a member of the employee’s immediate family or a member of the employee’s household:
- contracts or develops a personal illness that poses a serious threat to his or her life; or
- sustains a personal injury that poses a serious threat to his or her life; or
- dies.

PROCEDURES

Where a medical certificate is required to claim paid personal leave, the employee must lodge the medical certificate with his/her supervisor within five working days of the employee returning to work.

Unover
An employee must give his or her employer notice of the taking of leave. The notice must be given to the employer as soon as practicable (which may be a time after the leave has started) and must advise the employer of the period, or expected period, of the leave.

**RELEVANT FORMS**

Application for Paid Personal Leave (Sick Leave and Carer’s Leave) must be booked through StaffOnline.

Medical certificates must be uploaded and attached to the leave request through StaffOnline.

Application for Compassionate Leave is to be applied for using the *Application for Leave* form through the link on the HRS forms webpage.