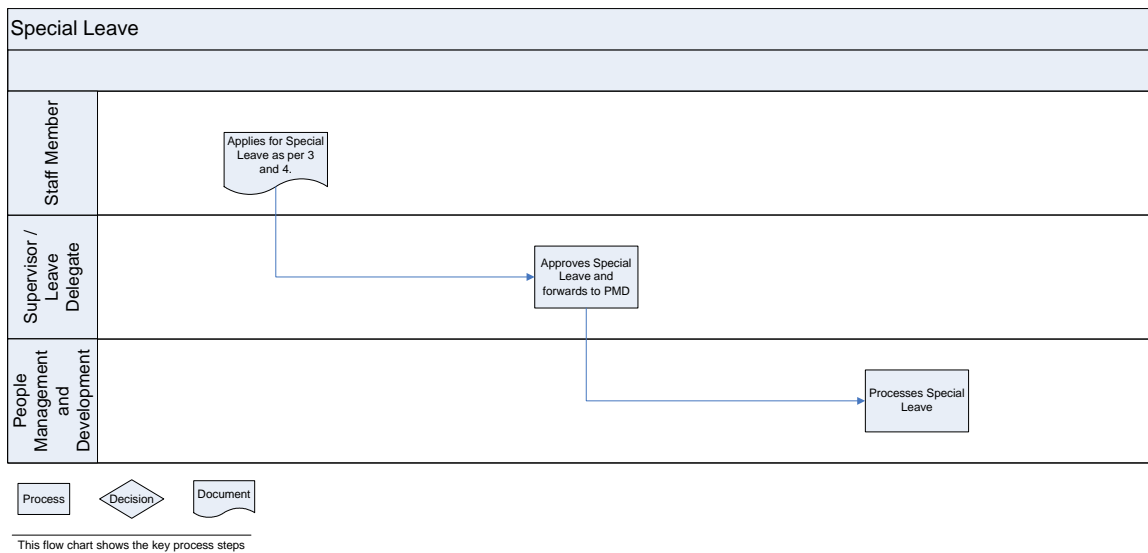
	HRP 11.12 Special Leave	
	Version: 1.0	Approved: Date: 29/08/06
	Administered: People Management & Development	Next Review: 31 December 2007

This guide replaces

Title	HRP: 11-12 Special Leave Policy
ID	274
Version	4
Area	Charles Darwin University

Purpose: To provide staff with details on their entitlement under the Charles Darwin University Union Collective Agreement 2006	Attributes: For leave not covered elsewhere under the Collective Agreement.
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General Information	
Length of Leave	11.12.1 The University may grant staff members up to three (3) days leave of absence with pay in any one year without deduction from Annual Leave credits.
Granting of Leave	11.12.2 Special Leave is granted in circumstances that are unplanned, an emergency and that warrant compassionate consideration. 11.12.3 Special leave will not be granted: 11.12.3.1 Where the staff member has access to, or has not utilised their full entitlement to other forms of leave, for example Parental Leave, Personal Carer's Leave, Bereavement Leave, Research Leave, Study Leave etc; or 11.12.3.2 For activities such as moving house.
Applications	11.12.4 Applications must be made on the "Application for Leave" form and submitted through the relevant supervisor, to the leave delegate for approval. 11.12.5 Authorised applications must be approved by the relevant leave delegate prior to being forwarded to People Management and Development.

Responsibility and Timeframe		
Responsibility	Action	Timeframe
Staff Member	Applies for Special via Staff OnLine with appropriate evidence supporting request.	As required
Supervisor	Approve or disapprove submitted leave request.	3 working days
Process		
Applying and Approving	11.12.6 Staff are to use the Staff OnLine facility for requesting leave. 11.12.7 Supervisors are to either approve or disapprove submitted leave requests within 3 working days of it being received.	

Version	Date	Officer	Amendments
1.0	28/08/06	Manager Employment Services	Original