

# Staff - Non-Attendance Time Procedures

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## INTRODUCTION

The University values Teaching-focussed Academic Staff (TFAS) and their contribution to the overall development, delivery and quality of teaching excellence. In recognition, all TFAS shall be entitled to a period of Non-Attendance Time (NAT) each calendar year.

## COMPLIANCE

This is a compliance requirement under the [Charles Darwin University and Union Enterprise Agreement](#).

## INTENT

The intention of this document is to outline the eligibility criteria, application procedures and conditions for taking non-attendance time. These procedures are subject to cl. 65 of the [Charles Darwin University and Union Enterprise Agreement](#).

NAT currently only applies to TFAS who deliver in Vocational Education and Training (VET). Higher Education (HE) TFAS will only become eligible for NAT following the merger of the academic pay scales in May 2013.

## RELEVANT DEFINITIONS

In the context of this document

**Eligible Alice Springs staff** means TFAS who were formerly employed by Centralian College and who on 1 January 2004 transferred to Charles Darwin University as VET lecturers and remain employed as TFAS at the Alice Springs Campus ;

**PDRS** means Performance Development Review System;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

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

**StaffOnline** means the program available on the University's webpages that provides staff direct access to details of their leave accrual and payslips and allows staff to apply for leave electronically;

**Supervisor** means the immediate day-to-day manager of an individual staff member or of a group of staff; and

**Teaching-Focussed Academic Staff** (for the purpose of this procedure must be working predominately in Vocational Education and Training (VET)) means staff who are expected predominantly to teach and engage in the scholarly advancement of teaching with limited involvement in other research activity;

## PROCEDURES

### Entitlement

Continuing and fixed-term contract TFAS staff are entitled to a maximum of three (3) weeks Non-Attendance Time per calendar year. Eligible Alice Springs staff are entitled to six (6) weeks Non-Attendance Time.

Teaching-focussed academic staff joining the University or moving into a teaching-focussed academic role in any calendar year:

- Before 1 March will be entitled to the entire three (3) week Non-Attendance Time in that calendar year;
- After 1 March and before 1 September will receive one (1) week Non-Attendance Time in that calendar year; or
- After 1 September will not be eligible for Non-Attendance Time in that calendar year.

Non-Attendance Time is not accruable and must be taken in the calendar year it is accrued.

Non-Attendance Time is reset 1 January each calendar year.

Non-Attendance Time does not accrue from year to year and cannot be carried forward other than in exceptional circumstances which must be approved by the Pro Vice-Chancellor, Vocational Education and Training.

An application to carry-over Non-Attendance Time must be in writing and addressed to the PVCVET through the relevant supervisor. The application must include the reason/s why the Non-Attendance Time was not used. The application must include comment from the staff member's supervisor.

### Conditions

Non-attendance time is inclusive of public holidays and/or weekends, and may not be broken for the sole purpose of excluding a public holiday and/or weekend.

Non-attendance time may not be taken in blocks of less than one week (7 calendar days).

Prior to taking Non-Attendance Time, the staff member must:

- Complete a leave plan for the year that includes Non-Attendance Time and reduces paid annual recreation leave accruals to zero for the applicable calendar year;
- Ensure all grading and assessment information is recorded or forwarded to the relevant supervisor or customer service officer;
- Ensure all activities and actions pertaining to employment including development tasks outlined in the staff member's PDRS are progressing satisfactorily; and
- Provide contact details for the period of Non-Attendance Time, including telephone number and residential and postal address.

The staff member must remain contactable and be capable of dealing with any issue arising out of the conditions for taking Non-Attendance Time. No outside employment is to be undertaken during Non-Attendance Time.

It is the supervisor's responsibility to ensure that the staff member has met all conditions of entitlement prior to approving Non-Attendance Time.

### **Booking Non-attendance Time**

Non-Attendance Time must be included in the staff member's annual leave plan, which is to be completed by March each year. However, prior to actually accessing Non-Attendance Time the University requires at least four (4) weeks' notice, be given to the supervisor, of a request to take non-attendance time.

A request for Non-Attendance Time must be submitted by the staff member using the Application for Leave form available on the Office of People and Capability webpages. All requests, once receiving approval from the relevant supervisor, must be forwarded to Office of People and Capability a minimum of two (2) weeks prior to the staff member commencing Non-Attendance Time.

### **Cancellation/ Amendment of Approved Leave**

To cancel or change a future approved Non-Attendance Time booking, the staff member must download and complete a Request for Leave Amendment form from the Office of People and Capability webpage. This form must then be forwarded to the staff member's supervisor for approval and then forwarded to Office of People and Capability once approved.

On receipt of the form, Office of People and Capability will process any changes in the system.

A requested Non-Attendance Time booking through StaffOnline may be deleted subject to the booking not being approved by the supervisor.

\* From 1 January 2012 all requests for Non-Attendance Time must be submitted electronically through StaffOnline.

For more information on using the StaffOnline function, refer to the How to Book Leave User Guide available under Leave in StaffOnline.

Non-Attendance Time requests will be automatically forwarded to the supervisor for approval. When a Non-Attendance Time request is actioned (approved/rejected) by the supervisor, an automated email advice will be dispatched.

Non-Attendance Time balances will be available for viewing by using the Leave Balances option on StaffOnline.

StaffOnline is programmed to reject a Non-Attendance Time request where the booking results in a negative balance.

A Non-Attendance Time request must only be booked once. Office of People and Capability will recover overpayments resulting from over bookings.

## **ESSENTIAL SUPPORTING INFORMATION**

### **Internal**

[Application for Leave form](#)

[Charles Darwin University and Union Enterprise Agreement 2013](#)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Date
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	8 Feb 2012	Vice- Chancellor	Creation of original document and upload to CDU website.
1.01	28 Jul 2013	Governance	<ul style="list-style-type: none"> <li>● Assigned document number</li> <li>● Converted document to current template</li> <li>● Minor changes to wording, grammar and formatting</li> <li>● Updated and added hyperlinks</li> </ul>
1.02	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>● Conversion to new template due to new University branding</li> <li>● Updated definitions</li> <li>● Updated hyperlinks</li> <li>● Replace the Agreement' with CDU and Union Enterprise Agreement 2013</li> <li>● Amended Contact Officer from Manager, Employee Relations, Office of Human Resource Services to Director, People and Capability</li> <li>● Updated references to OHRS to Office of People and Capability</li> <li>● Added a Sponsor, Deputy Vice-Chancellor, Operations</li> </ul>