

Leave Types Procedure

Section 1 - Purpose / Objectives

NOTE: This Procedure is currently under review. Academic or Professional staff should refer to the [Victoria University Enterprise Agreement 2019](#) and TAFE staff should refer to the [Victoria University Vocational Teacher Enterprise Agreement 2019](#) for their current Leave options.

(1) See [Leave Policy](#).

Section 2 - Scope / Application

(2) See [Leave Policy](#).

Section 3 - Definitions

(3) Aboriginal

Section 4 - Policy Statement

(4) Nil

Section 5 - Procedures

(5) The table below shows the types of leave available to VU staff within scope of the [Leave Policy](#) and the circumstances in which they are available.

(6) Where relevant, the rules governing each form of leave are available via the links provided.

(7) All allocations below are for full-time staff members working a complete 12 month year. For periods of time shorter than 1 year or in a reduced time fraction, the applicable entitlement is calculated on a pro rata basis.

(8) In the table below, the [Victoria University Enterprise Agreement 2013](#) is referred to as EA, while the [Victoria University \(TAFE Teaching Staff\) Enterprise Agreement 2014-16](#) is referred to as TAFE EA.

Leave Type	Entitlement	Applies to	Authority
Annual Leave	20 days per annum	All fixed term and ongoing staff	EA 48 TAFE EA 33
Sick / Personal Leave	15 days per annum	All fixed term and ongoing staff	EA 50 TAFE EA 34
Carer's Leave - Paid	3 days per annum (Paid)	All fixed term and ongoing staff covered under the EA	EA 50.3

Leave Type	Entitlement	Applies to	Authority
Carer's Leave - Unpaid	2 days per annum (unpaid)	All fixed term and ongoing staff covered under the MBA	TAFE EA 34.7
Long Service Leave	1.3 weeks for every year's service after 7 years continuous service	All fixed term and ongoing staff	EA 52 TAFE EA 39
Study Leave	5 hours per week (pro rata for part time) for approved courses of study	Professional staff	EA 24
Study Leave (TAFE teachers)	May be paid or unpaid	TAFE teachers	TAFE EA 48
Public Holiday Leave	Days as stated in the agreements	All fixed term and ongoing staff	EA 47 TAFE EA 32
Leave in lieu of Labour Day	2 days	All fixed term and ongoing staff covered under the EA	EA 47.1.2
Additional Christmas leave	1 day	All fixed term and ongoing staff covered under the EA	EA 47.1.3
University declared holidays	As declared	All fixed term and ongoing staff	EA 47.2
Parental Leave - Maternity - Paternity - Adoption	Entitlements vary according to employment status	All staff	EA 51 TAFE EA 40 - 43
Permanent Care Leave	As for adoption leave		
Compassionate Leave (Bereavement Leave)	3 days per annum	All staff	EA 50.4 TAFE EA 35
Domestic or Family Violence Leave	As required	All staff	EA 50.6
Aboriginal and Torres Strait Islander Cultural Leave	5 days (paid) Up to 10 days unpaid	Aboriginal staff	EA 55
Cultural Leave (Other)	As required (unpaid)	All staff	EA 54 TAFE EA 46
Additional shift-worker leave	5 days per annum if rostered time includes at least 10 Sundays 1/2 day per Sunday worked for less than 10 total Sundays rostered	Seven-day shift workers	EA 43.9
Industrial Dispute Resolution Training leave	5 days per annum	TAFE teachers only	TAFE EA 47
Court Attendance Leave	Required period of attendance	All staff	EA 56.1 TAFE EA 36
Defence Reservists Leave	2 weeks (paid) + 4 additional days if certified by CO	All fixed term and ongoing staff covered under the EA	EA 56.2
Military Leave	Up to 2 weeks per annum without pay + + 4 additional days if certified by CO	TAFE teachers	TAFE EA 38
Elite sporting leave (1)	Period of competition + Reasonable travel time (up to 20 days per year): Paid	Participants or accredited officials in the Olympic or Commonwealth Games - staff covered under the EA	EA 56.4
Elite sporting leave (2)	Period of competition + Reasonable travel time (up to 20 days per year): Unpaid	Participants or accredited officials in interstate or international competitions	EA 56.4

Leave Type	Entitlement	Applies to	Authority
Emergency services volunteering leave	Duration of operations + 1 day for recovery	All staff	EA 56.7.1
Incapacitation Leave (Accident)	Duration of incapacitation	All staff	EA 58 TAFE EA 29
Blood donation leave	Period of donation	All staff	EA 56.3
Political candidature leave	Period between close of nominations and polling (unpaid)	All fixed term and ongoing staff covered under the EA	EA 56.5
Relocation leave	Up to 2 days during residence move	All fixed term and ongoing staff covered under the EA	EA 56.6
Special Leave	At discretion of Executive Director People & Culture	All staff	EA 50.5
Sabbatical Leave	1 year at 80% salary after 4 years' elapsed service at 80% salary	TAFE teachers	
Leave Without Pay	As negotiated	All staff	Leave Without Pay Procedure
Medical Isolation Leave	Period of isolation (*not deducted from sick leave entitlements)	Staff covered by EA who are isolated due to contracting or coming into contact with a notifiable infectious disease	EA 50.2.6

Section 6 - Guidelines

(9) Nil

Status and Details

Status	Historic
Effective Date	4th December 2015
Review Date	22nd May 2020
Approval Authority	Vice-Chancellor
Approval Date	17th November 2015
Expiry Date	30th July 2021
Accountable Officer	Simone Wright Chief Human Resources Officer 9919 5447
Responsible Officer	Simone Wright Chief Human Resources Officer 9919 5447
Enquiries Contact	Simone Wright Chief Human Resources Officer 9919 5447 <hr/> People Experience and Services

Glossary Terms and Definitions

"Aboriginal" - The use of the word Aboriginal throughout VU Policy and Procedure refers to Aboriginal and Torres Strait Islander people connected to and/or residing in South East Australia.