

Managing Absences due to Illness or Injury Policy

Section 1 - Summary

(1) The purpose of this Policy is to provide guidance to managers and employees on managing personal leave, medical assessments and fitness for work, where a health condition is impacting on an employee's ability to perform the inherent requirements of their position.

(2) Note: work-related illnesses and injuries are covered by the [Workplace Injury Rehabilitation and Compensation Act 2013 \(Cth\)](#).

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Chief Human Resources Officer
Responsible Officer	Senior Manager, Workplace Relations

Section 3 - TEQSA/ASQA/ESOS ALIGNMENT

(3) HESF: Standard 2.3 Wellbeing and Safety

Section 4 - Scope

(4) This Policy applies to all employees of the University.

(5) This Policy does not apply to students of the University. Students should consult the [Student Charter Policy](#).

(6) This Policy does not cover work-related illness or injuries covered by the [Workplace Injury Rehabilitation and Compensation Act 2013 \(Cth\)](#) or its successors.

(7) This Policy is not incorporated into the employee's contracts of employment but its content does operate as lawful and reasonable directions to employees.

Section 5 - Definitions

(8) Nominated medical assessor: A qualified medical officer engaged by the University to provide an independent medical assessment.

(9) Treating doctor: The employee's general practitioner or specialist doctor, or other treating practitioner, as applicable.

(10) Employee: All employees of the University, on all domestic and offshore locations, including student residences.

Section 6 - Policy Statement

(11) The University recognises that from time to time employees may experience an illness or injury which requires them to take time away from the University in order to recover and to be fit for work prior to returning to their normal duties.

(12) Managing absenteeism is an important element in achieving and sustaining productive, healthy, efficient and high performing workplaces.

(13) Managers play an important role in creating a healthy and positive environment in which to work. It is the responsibility of all managers to monitor employees' personal leave and raise concerns regarding their health or work performance as soon as possible. Issues may be avoided if concerns are addressed early, potentially saving the organisation and employee unnecessary costs and distress if matters were to escalate.

(14) To assist in maintaining a healthy and productive workplace, managers should monitor changes in work performance and review unplanned absences, foster an environment of open communication, and encourage employees to consult with their doctor and/or use the [Employee Assistance Program](#) (EAP) if they need professional support.

(15) Where an employee is often unable to attend or perform work to a required standard, their fitness may need to be assessed to determine the most appropriate action to be taken.

(16) Where a medical condition is impacting on their ability to perform the inherent requirements of their role, options may include personal leave, workplace adjustments, alternative duties or medical retirement.

Section 7 - Procedures

(17) Managing absences due to illness or injury Procedure

Section 8 - Supporting Documents and Information

(18) Nil.

Status and Details

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Accountable Officer	Peter Radoll Deputy Vice-Chancellor People & Organisation 9919 5042
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