



University of
South Australia

Personal, Family Responsibility, Carer's and Compassionate Leave Procedure

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APPLICATION

This procedure applies to senior, academic, professional, security, grounds and document Services staff members (excluding casual staff members) employed in accordance with:

1. The University of South Australia Senior Staff Collective Agreement 2006
2. The University of South Australia Academic and Professional Staff Collective Agreement 2006.
3. The University of South Australia Document Services Collective Agreement 2006
4. The University of South Australia Security and Grounds Staff Enterprise Agreement 2008
5. Senior staff, Academic staff, Professional Staff and Document Services staff employed pursuant to an Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of Personal, Family Responsibility, Carer's and Compassionate Leave.

The University is committed to creating a family-friendly work environment where the breadth of employees' lives is acknowledged and their personal and family responsibilities are supported to enable them to participate fully in the University.

Personal, family responsibility, paid carer's and compassionate leave is paid leave for full-time and part-time continuous and fixed-term employees for the purposes of meeting carer responsibilities, situations of compassion/bereavement and other special personal circumstances.

Casual staff are only eligible for unpaid carer's leave for the purposes of meeting their carer responsibilities as outlined by this procedure.

For the purposes of this procedure, the term "staff" or "staff member" refers to senior, academic, professional, security, grounds or Document Services staff.

DEFINITIONS

Care or Support of Persons

For the purposes of this procedure, family responsibility leave and carer's leave is available where a staff member (other than a casual staff member) is unable to attend work because of responsibilities for one or more of the following:

- a) Child (including an adult child, adopted child or step child);
- b) Spouse or partner (including a same sex partner, de facto spouse or a former spouse);
- c) Parent, parent-in-law, foster parent, or person standing in that place;
- d) Grandparent, grandchild;
- e) A relative;
- f) A member of the household;
- g) Member of a kinship group.

Personal/Carer's Leave

For the purposes of this procedure, personal/carer's leave is:

- (a) Paid leave (personal leave) taken by a staff member (other than a casual staff member) because of a personal illness or injury of the staff member; or
- (b) Paid or unpaid leave (carer's leave) taken by a staff member to provide care or support to a person as defined above. Casual staff members are not entitled to paid carer's leave.

Registered Health Practitioner

A registered health practitioner is a health practitioner who is registered or licensed as a health practitioner under a State or Territory law. A registered health practitioner can only issue a medical certificate in relation to the area of practice in which the practitioner is registered or licensed by that State or Territory law.

PROCEDURE

Personal Leave

1. Entitlement

- a) In the case of personal illness or injury, full-time staff members shall be entitled to a leave of absence with full pay at the rate of twelve (12) working days per year. Entitlements for part-time staff are calculated on an appropriate pro rata basis (refer to the relevant Industrial Instrument). Casual staff members are not entitled to paid personal leave.
- b) Personal leave accrues at the rate of one (1) working day on full pay for each completed month of service or the appropriate pro rata basis for part-time staff.

2. Medical Certificates

- a) For any single period of personal leave of five (5) working days or more, an appropriate medical certificate from a registered health practitioner or a statutory declaration or other documentation is required or such other evidence as is reasonable in respect to any period of personal leave.
- b) Where a supervisor is concerned regarding a staff member's personal leave pattern, where that pattern relates to the staff member's personal illness or injury, a medical certificate from a registered health practitioner may be required in lieu of a statutory declaration or other documentation for each day of personal leave taken by the staff member for personal illness or injury.

3. Application for Personal Leave

- a) Upon returning from personal leave the staff member is required to provide a completed HRIS 008 leave form with applicable supporting documentation, as soon as practical to their manager/supervisor.
- b) If a staff member has used all of their personal leave entitlements, they may utilise any available recreation leave or long service leave credits to cover their time away.

4. Extended periods of illness

- a) In situations where the staff member's treating practitioner believes that it is likely that extended time away from work will be required, such that the staff member's personal, recreation or long service leave (where available) will be insufficient to cover the expected period of the illness, the staff member should contact the University of South Australia Superannuation Officer in the Human Resources Unit to seek advice about any temporary disablement options that may be available under their superannuation scheme.
- b) After periods of significant illness and extended absence from work a staff member and/or their supervisor/manager may contact the Human Resources Unit to seek advice and support to instigate an appropriate return to work program.

5. Pre-emptive personal leave

- a) In cases where the personal leave requirement is identified prior to the event, for example in the case of certain surgical procedures, the relevant HRIS 008 form should be completed and appropriate documentation provided, prior to the leave being taken.
- b) When voluntary surgical or other medical procedures require the staff member to take five (5) or more consecutive days personal leave, such leave shall be organised in consultation with their supervisor/manager and taken having regard for the operational requirements of the University. The relevant HRIS 008 form should be completed prior to the leave being taken.

6. Personal illness or injury during other Paid Leave

Staff members with a personal illness or injury for more than three (3) consecutive days while on recreation leave or long service leave and who produce a medical certificate from a registered health practitioner, statutory declaration or other documentation covering this period of illness or carer responsibilities, can have the period of their illness or caring as paid personal leave provided there are sufficient personal leave credits available. A new HRIS 008 leave form with the relevant section on leave amendment must be submitted with the appropriate documentation and approved by the

supervisor/manager to ensure that the leave balances can be updated to reflect the changed circumstances.

7. On Termination of Employment

If personal leave has been taken in advance of entitlement and the staff member ceases to be employed by the University, then the monetary equivalent of the excess leave may be deducted from any monies owing to the staff member on termination.

Carer's Leave

1. Entitlement

a) Paid Carer's Leave

Separate to family responsibility leave entitlement, staff members (other than casual staff) are entitled to access up to ten (10) days of their accrued personal leave entitlement per year for absences to provide care or support to persons as defined in this procedure.

b) Unpaid Carer's Leave

In the event that the staff member has exhausted their paid entitlement to family responsibility leave and paid carer's leave as outlined above, staff members (including casuals) are entitled to a period of up to two (2) days unpaid leave per occasion for absences to provide care or support to persons as defined in this procedure.

2. Procedure

- a) For carer's leave in excess of five (5) consecutive working days, an appropriate medical certificate from a registered health practitioner, statutory declaration or other documentation is required in respect to any period of such leave.
- b) Where a supervisor is concerned regarding the pattern that a staff member is taking carer's leave, appropriate medical certificates from a registered health practitioner, statutory declaration or other documentation may be required for each day of carer's leave.
- c) Unpaid carer's leave may be taken as:
 - i) a single, unbroken, period of up to two (2) days; or
 - ii) any separate periods of which the staff member and the supervisor agree.
- d) A staff member (excluding a casual staff member) is entitled to unpaid carer's leave if the staff member cannot take an amount of the following paid leave during the period:
 - i) paid carer's leave in accordance to 1a) above
 - ii) family responsibility leave as defined above.

Family Responsibility Leave

1. Entitlement

- a) A staff member (other than a casual) will be entitled to up to nine (9) days family responsibility leave with pay per annum for:
 - i) carer responsibilities; and/or
 - ii) compassionate/bereavement; and/or
 - iii) other special personal circumstances.
- b) Family Responsibility Leave is non-cumulative and available where a staff member (other than a casual staff member) is unable to attend work because of the above responsibilities to provide care and support to persons as defined in this procedure.
- c) To be entitled to family responsibility leave, the following conditions must be met:
 - i) Normally the staff member must be responsible for the care and support of the person concerned.
 - ii) The staff member will not be entitled to take family responsibility leave where another person has family responsibility leave to care for the same person.
- d) Where a staff member (other than a casual staff member) exhausts their entitlement in 1a) above, the staff member is entitled to one further period of two (2) days of compassionate leave for each occasion when a person defined above
 - i) contracts or develops a personal illness that poses a serious threat to his or her life; or
 - ii) sustains a personal injury that poses a serious threat to his or her life; or
 - iii) dies.

2. Procedure for Compassionate Leave

- a) Compassionate leave may be taken for periods of one (1) hour or greater.
- b) A staff member who is unable to attend work due to the need to take compassionate leave will inform the supervisor, or other relevant person, as soon as practicable, stating the nature of the leave requested and the estimated duration of the absence.
- c) Compassionate leave in 1d) above may be taken as:
 - i) A single, unbroken period of two (2) days; or
 - ii) Two (2) separate periods of one (1) day each; or
 - iii) Any separate periods to which the staff member and the supervisor agree.
- d) If leaving work due to the need to take compassionate leave, a staff member will inform their supervisor, or other relevant person, before doing so, unless there are extenuating circumstances.

3. Procedure for Family Responsibility Leave

- a) Absences for family responsibilities must be supported by the following evidence:
 - i) In the case of carer responsibilities, apart from five (5) single day absences per year, all absences must be supported by a medical certificate from a registered health practitioner, a statutory declaration or other documentation stating the illness of the person concerned and that the illness is such as to require care by another.

- ii) All other absences must be supported by evidence that is reasonable with respect to the type of leave taken.
- b) Family responsibility leave may be taken for periods of one (1) hour or greater.
- c) A staff member who is unable to attend work due to the need to take family responsibility leave will inform the supervisor, or other relevant person, as soon as practicable, stating the nature of the leave requested and the estimated duration of the absence.
- d) If leaving work due to the need to take family responsibility leave, a staff member will inform their supervisor, or other relevant person, before doing so, unless there are extenuating circumstances.

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate Supervisor

The immediate supervisor is responsible for facilitating the management of personal, family responsibility, carer's and compassionate leave in accordance with this procedure.

Staff Member

All staff are expected to manage their personal, family responsibility and carer's leave in accordance with this procedure.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of this procedure.

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area.
- The Human Resources Unit
- The Human Resources website.

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