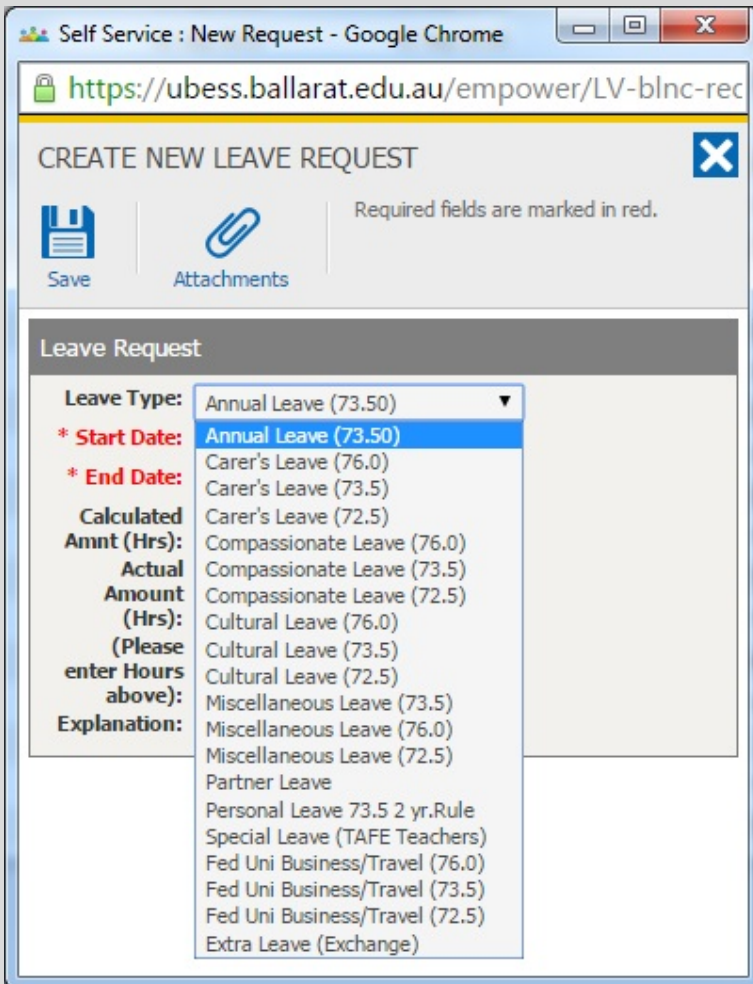


Employee self-service (ESS)

Leave type descriptions



Self Service : New Request - Google Chrome

https://ubess.ballarat.edu.au/empower/LV-blnc-rec

CREATE NEW LEAVE REQUEST

Save Attachments Required fields are marked in red.

Leave Request

| | |
|-----------------------------|---|
| Leave Type: | Annual Leave (73.50) |
| * Start Date: | Annual Leave (73.50) |
| * End Date: | Carer's Leave (76.0) Carer's Leave (73.5) |
| Calculated Amnt (Hrs): | Carer's Leave (72.5) Compassionate Leave (76.0) |
| Actual Amount (Hrs): | Compassionate Leave (73.5) Compassionate Leave (72.5) |
| (Please enter Hours above): | Cultural Leave (76.0) Cultural Leave (73.5) Cultural Leave (72.5) |
| Explanation: | Miscellaneous Leave (73.5) Miscellaneous Leave (76.0) Miscellaneous Leave (72.5) Partner Leave Personal Leave 73.5 2 yr.Rule Special Leave (TAFE Teachers) Fed Uni Business/Travel (76.0) Fed Uni Business/Travel (73.5) Fed Uni Business/Travel (72.5) Extra Leave (Exchange) |

Leave Bookings

A commonly used component built into the ESS system is the ability to submit leave requests online.

Staff are able to submit leave bookings for:

- personal leave;
- annual leave;
- carer's leave;
- compassionate leave;
- cultural leave;
- miscellaneous leave;
- partner leave;
- FedUni business/travel; and
- extra leave (exchange).

Some leave types have more complex workflow and approval processes.

These requests cannot be submitted through ESS, and continue to be administered using a paper-based form.

- leave without pay;
- maternity leave;
- WorkCover; and
- long-service leave.

Selecting the correct Leave Type – IMPORTANT

It is **very important** that the correct leave type is chosen as this will minimise delays and errors in processing your request.

If the wrong leave type is selected, in many cases your request will be 'rejected' by Payroll and a new leave request must be re-submitted by the employee requesting the leave booking. The new request must then go through the same workflow process (to the relevant Supervisor/Manager for approval) then the next step is for payroll to check the request for final approval.

If you have any queries or are unsure of the type of leave to select, please contact the Payroll Office (payroll@federation.edu.au).

Employee self-service (ESS) Leave type descriptions

The following table outlines all of the leave types available on the ESS system

Annual Leave

| | | |
|--|--|---|
| <p>What is it for?</p> | <p>Annual leave (also known as recreation leave or holiday pay) allows an employee to be paid while having time off from work.</p> | |
| <p>How do I apply?</p> | <p>Please select 'Annual Leave' from the leave type drop-down menu when submitting this type of request in ESS.</p> <p>Current leave balances can be viewed within ESS, enabling employees to keep track of their Annual Leave entitlements.</p> <p>Annual leave must be booked in hours and can be converted to the relevant day entitlement of:</p> <ul style="list-style-type: none"> • General/Professional staff: 7.35 hours per day • TAFE Teachers: 7.60 hours per day • Academic staff: 7.60 hours per day. <p>Please do not attempt to book leave in days. All leave types must be booked in hours.</p> <p>Use the annual leave drop-down menu and select the appropriate dates</p> <p>Part-time employees need to ensure that they complete the 'Actual Hours' field to reflect the actual number of hours that will be deducted from their leave entitlement for the period that they will be absent.</p> | |
| <p>How does this apply to me?</p> | <p>Academic and General/Professional staff</p> <p>Annual Leave is accumulated at 20 working days for each completed year of service. Part-time employees Annual Leave entitlement accrues pro-rata to the full-time entitlement according to their time fraction.</p> <p><i>Clause 48 of the UCA</i></p> | <p>TAFE Teaching Staff</p> <p>Annual Leave is accumulated at 20 working days for each completed year of service. Part-time employees Annual Leave entitlement accrues pro-rata to the full-time entitlement according to their time fraction.</p> <p><i>Clause 21, Schedule 6 of the MBA</i></p> |

Employee self-service (ESS)

Leave type descriptions

| Personal Leave | | | |
|--|--|--|---|
| <p>What is it for?</p> | <p>A leave of absence granted because of illness or injury.</p> <p>Carer's Leave is also a component of the Personal Leave entitlement however 'Carer's Leave' must be selected from the leave type drop-down menu when submitting a booking on ESS.</p> <p>The leave type formerly known as Sick Leave is now known as Personal Leave.</p> | | |
| <p>How do I apply?</p> | <p>Please select 'Personal Leave' from the leave type drop-down menu when submitting this type of request in ESS</p> <p>OR</p> <p>If you are booking the Carer's leave component you must select 'Carer's Leave' from the leave type drop-down menu in ESS.</p> <p>If you have a medical certificate please ensure you select 'Medical Certificate' on the Certificate drop-down menu when you create the leave request.</p> <p>ESS users have the ability to attach evidence/documents to a new leave request on the system. This is particularly useful for personal leave bookings where the user can attach a scanned, electronic copy of the medical certificate to a leave booking.</p> | | |
| <p>How does this apply to me?</p> | <table border="0"> <tr> <td data-bbox="385 828 1265 1383"> <p>Academic and General/Professional staff</p> <p>An employee may take personal leave for any of the following absences:</p> <ol style="list-style-type: none"> where the employee is unfit for work due to personal illness or injury; to attend an appointment with a registered health practitioner; to attend medical, therapeutic or business appointments of a close relative or friend (who is not covered by the definition of immediate family or household member) who is dependent on the employee for this particular appointment. where a supervisor is of the opinion that a problem is adversely affecting an employee's work performance, such as stress, alcohol or drug dependence, or compulsive gambling, personal leave may be granted to attend an approved rehabilitation program. </td> <td data-bbox="1274 828 2128 1383"> <p>TAFE Teaching Staff</p> <p>On appointment, TAFE Teachers are entitled to a credit of 15 days personal leave on full pay. After the first year of service personal leave will accrue at the rate of 1.25 days per month. Such leave may be used for personal illness or injury or to provide care and support for a member of their family or household who is ill.</p> <p><i>Clause 22, Schedule 6 of the MBA</i></p> </td> </tr> </table> | <p>Academic and General/Professional staff</p> <p>An employee may take personal leave for any of the following absences:</p> <ol style="list-style-type: none"> where the employee is unfit for work due to personal illness or injury; to attend an appointment with a registered health practitioner; to attend medical, therapeutic or business appointments of a close relative or friend (who is not covered by the definition of immediate family or household member) who is dependent on the employee for this particular appointment. where a supervisor is of the opinion that a problem is adversely affecting an employee's work performance, such as stress, alcohol or drug dependence, or compulsive gambling, personal leave may be granted to attend an approved rehabilitation program. | <p>TAFE Teaching Staff</p> <p>On appointment, TAFE Teachers are entitled to a credit of 15 days personal leave on full pay. After the first year of service personal leave will accrue at the rate of 1.25 days per month. Such leave may be used for personal illness or injury or to provide care and support for a member of their family or household who is ill.</p> <p><i>Clause 22, Schedule 6 of the MBA</i></p> |
| <p>Academic and General/Professional staff</p> <p>An employee may take personal leave for any of the following absences:</p> <ol style="list-style-type: none"> where the employee is unfit for work due to personal illness or injury; to attend an appointment with a registered health practitioner; to attend medical, therapeutic or business appointments of a close relative or friend (who is not covered by the definition of immediate family or household member) who is dependent on the employee for this particular appointment. where a supervisor is of the opinion that a problem is adversely affecting an employee's work performance, such as stress, alcohol or drug dependence, or compulsive gambling, personal leave may be granted to attend an approved rehabilitation program. | <p>TAFE Teaching Staff</p> <p>On appointment, TAFE Teachers are entitled to a credit of 15 days personal leave on full pay. After the first year of service personal leave will accrue at the rate of 1.25 days per month. Such leave may be used for personal illness or injury or to provide care and support for a member of their family or household who is ill.</p> <p><i>Clause 22, Schedule 6 of the MBA</i></p> | | |

Employee self-service (ESS)

Leave type descriptions

Personal Leave cont/...

| | | |
|--|--|--|
| <p>How does this apply to me?</p> | <p>Academic and General/Professional staff</p> <p>e) where a supervisor is of the opinion that a problem is adversely affecting an employee's work performance, such as marriage/family matters, domestic violence, personal leave may be granted to attend to such matters.</p> <p><i>Clause 50 of the UCA</i></p> <p>f) If a staff member is required to provide care or support for a member of their immediate family or household due to personal illness or injury they are entitled to five days paid carer's leave, within a 12 month period. (Employees must provide evidence and attach a Certificate or Statutory Declaration to the booking.)</p> <p><i>Clause 50.3.3 of the UCA</i></p> <p>For requests relating to c), d), e) and f) , evidence must be provided for any length of absence.</p> | |
|--|--|--|

Compassionate Leave

| | | |
|--|---|--|
| <p>What is it for?</p> | <p>Where an employee has a family member who has died, or has contracted or developed a personal illness that poses a serious threat to his or her life, or sustains a personal injury that poses a serious threat to his or her life.</p> | |
| <p>How do I apply?</p> | <p>Please select 'Compassionate Leave' from the leave type drop-down menu when submitting a booking on ESS.</p> | |
| <p>How does this apply to me?</p> | <p>Academic and General/Professional staff</p> <p>Academic and General Staff are entitled to a period of three days paid compassionate leave for each occasion to spend time with a member of their immediate family or household who develops a personal illness or sustains a personal injury that poses a serious threat to his or her life; or after the death of a member of the employee's immediate family or household. Plus an additional two days in circumstances specified in clause 54.2.</p> <p><i>Clause 54 of the UCA</i></p> | <p>TAFE Teaching Staff</p> <p>TAFE Teachers are entitled to up to 3 days paid 'Bereavement' leave on each occasion of the death of either a member of the employee's immediate family or household.</p> <p><i>Clause 23, Schedule 6 of the MBA (Bereavement Leave)</i></p> |

Employee self-service (ESS)

Leave type descriptions

Cultural and Ceremonial Leave

| | | |
|--|---|--|
| <p>What is it for?</p> | <p>Aboriginal and Torres Strait Islander cultural and ceremonial leave – may include initiation, birthing and naming, funerals (in cases where ‘immediate family’ definition is not met), NAIDOC etc.</p> <p>Religious Leave.</p> | |
| <p>How do I apply?</p> | <p>Please select ‘Cultural Leave’ from the leave type drop-down menu when submitting a booking on ESS.</p> | |
| <p>How does this apply to me?</p> | <p>Academic and General/Professional staff</p> <p>Three days paid leave plus two extra days may be drawn from the Personal Leave entitlement per year.</p> <p>Leave for other cultural and ceremonial reasons also available.</p> <p><i>Clause 53 of the UCA</i></p> | <p>TAFE Teaching Staff</p> <p>Ceremonial/Cultural Leave available where employee has a ritual obligation to participate in ceremonial activity which requires absence from work. Such leave will also include leave to meet employee's customary and traditional law obligations and is not limited to Aborigines and Torres Strait Islanders.</p> <p>Applications for Leave under this clause must be accompanied by documentary evidence of the activity requiring attendance and absence from work.</p> <p>Such leave shall be without pay and for up to 10 days per annum</p> <p><i>Recognition of Cultural Obligations, Clause 23 of the MBA</i></p> |

Employee self-service (ESS)

Leave type descriptions

Miscellaneous Leave

| | | |
|--|--|--|
| <p>What is it for?</p> | <p>Includes Domestic Violence Leave, Jury Service, ADF Reserve Leave, Emergency Assistance, Blood Donor Leave, House Relocation Leave, Caring for a child on a Pupil-Free Days, Other Special Circumstances</p> | |
| <p>How do I apply?</p> | <p>Please select 'Miscellaneous Leave' from the leave type drop-down menu when submitting a booking on ESS.</p> <p>Only book this type of leave for Jury Service if you need to attend the service (no need to book if you aren't required). A copy of the payment receipt for Jury Service must be attached to the leave booking.</p> <p>Evidence/documentation for all components of Miscellaneous leave must be attached to booking.</p> | |
| <p>How does this apply to me?</p> | <p>Academic and General/Professional staff</p> <p>Domestic Violence Leave – five days dedicated paid leave to attend appointments and legal proceedings, seek safe housing and other associated activities and access to further paid leave types, flexible working arrangements, change of work location, phone number, email address, alternate duties</p> <p>House Relocation Leave has replaced the former moving house entitlement.</p> <p><i>Clause 55 of the UCA</i></p> | <p>TAFE Teaching Staff</p> <p>An Employee may be granted up to 38 hours paid leave in circumstances where an Employee is requested by an emergency service of which they are a member to attend an emergency situation which is causing or threatens to cause damage or injury to life, property or stock. The Employer may approve further leave with or without pay where the need is of such a magnitude as to warrant special consideration.</p> <p>Jury Service - leave at the ordinary rate of pay for the period during which the attendance of the employee at court is required.</p> <p>An employee under a subpoena or order shall be entitled to attend the relevant jurisdiction as part of their official duties, without loss of pay.</p> <p><i>Emergency Response Leave (clause 27) , Court Attendance Leave (clause 24) and Military Leave (clause 25) of the MBA</i></p> |

Employee self-service (ESS)

Leave type descriptions

| Partner Leave | | | |
|--|---|--|---|
| What is it for? | For employees who are not the primary care-giver of a child (birth or placement of a child). | | |
| How do I apply? | Please select 'Partner Leave' from the leave type drop-down menu when submitting a booking on ESS. | | |
| How does this apply to me? | <table border="0"> <tr> <td style="vertical-align: top;"> <p>Academic and General/Professional staff</p> <p>Partner Leave is available for staff who are not the primary care-giver of the child and may be taken in the period three months prior to and three months after the birth or placement of the child. Employees who are not the primary care-giver of the child will be entitled to ten working days paid partner leave.</p> <p><i>Clause 52 of the UCA</i></p> </td> <td style="vertical-align: top;"> <p>TAFE Teaching Staff</p> <p>A TAFE teaching employee who has completed 12 months service with Federation University and who submits a statutory declaration stating that his spouse is pregnant or is an approved applicant to adopt a child is entitled to five days full pay. This leave must be taken during the period one week prior to the birth and six weeks after, or within six weeks of the adoption of the child.</p> <p><i>Clause 30, Schedule 6 of the MBA</i></p> </td> </tr> </table> | <p>Academic and General/Professional staff</p> <p>Partner Leave is available for staff who are not the primary care-giver of the child and may be taken in the period three months prior to and three months after the birth or placement of the child. Employees who are not the primary care-giver of the child will be entitled to ten working days paid partner leave.</p> <p><i>Clause 52 of the UCA</i></p> | <p>TAFE Teaching Staff</p> <p>A TAFE teaching employee who has completed 12 months service with Federation University and who submits a statutory declaration stating that his spouse is pregnant or is an approved applicant to adopt a child is entitled to five days full pay. This leave must be taken during the period one week prior to the birth and six weeks after, or within six weeks of the adoption of the child.</p> <p><i>Clause 30, Schedule 6 of the MBA</i></p> |
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| FedUni Business/Travel | | | |
| What is it for? | For employees 'out of office' due to attending a business conference or off-campus business travel. | | |
| How do I apply? | Please select 'FedUni Business/Travel' from the leave type drop-down menu when submitting a booking on ESS. | | |
| How does this apply to me? | <p>All staff</p> <p>The FedUni Business/Travel leave request should only be submitted if the duration of the business conference, meeting or off-campus business travel exceeds one day.</p> <p>E.g. an overnight conference or multiple days' business travel. It is not necessary to book this leave type if you have a 2-3 hour meeting.</p> | | |

Employee self-service (ESS)

Leave type descriptions

| Extra Leave (Exchange) | |
|----------------------------|---|
| What is it for? | Entitlement which gives staff the ability to exchange their annual leave loading payment for additional leave. |
| How do I apply? | <p>Please select 'Extra Leave' from the leave type drop-down menu when submitting a booking on ESS.</p> <p>NB: Annual Leave Loading Exchange Form (PDF, 65kb) paper-based form must also be submitted to 'opt in' for the extra leave exchange.</p> |
| How does this apply to me? | <p>Academic and General/Professional staff</p> <p>There is a new provision in clause 49.1 of the UCA which gives staff the ability to exchange annual leave loading payment for additional leave. If you 'opt-in' to exchange your annual leave loading for additional leave you must book the additional days via ESS.</p> <p><i>Clause 49.1 of the UCA</i></p> |

Please note this document is a **quick reference guide** only and is not intended for use in determining entitlement to leave in any circumstances. The relevant agreement clause must be applied to determine entitlement to, or application of, the leave provision in question.

Employee self-service (ESS) Leave type descriptions

Frequently Asked Questions

Do I need to type anything into the 'Comments' or 'Explanation' box when submitting a leave request?

It is strongly recommended that in most cases you enter a short description or 'reason' for the leave request being submitted.

Particularly for Carer's leave, employees need to specify their relationship to a family member or person and also specify that the leave is being submitted due to illness or injury.

If the comments box is used, it can speed up Payroll processing time as we will know more about the individual request.

What must I do if I have Annual Leave booked, the date has passed and I didn't actually take the leave?

Can I amend/change a leave booking if the booking date(s) have already passed?

A historical booking cannot be changed using the ESS system. (Any leave booking where the date(s) have passed (past booking) cannot be undone on the system.)

If any changes need to be made to historical bookings, a paper-based leave form needs to be approved by your supervisor, then forwarded to Payroll for final approval and amendment on the system.

What do the '73.50' and '76.00' references mean when I create a new leave request and want to select a leave type?

These numbers indicate the rule or number of hours for a specific leave type which can be seen in the 'Leave Type' drop-down menu when you begin to create a new leave request:

- 73.50 is the amount of hours worked in a fortnight for a General/Professional Staff member,
- 76.00 is the amount of hours worked in a fortnight for a TAFE Teacher or Academic

If you have two leave type options (73.50 or 76.00), then you must select the appropriate leave type which applies to your employment.

Therefore one full day of work is equivalent to 7.35 hours worked for a General Staff member or 7.60 hours worked for TAFE Teachers and Academics.