

Leave types available to staff

Staff cohort	Leave type	Reasons you may wish to access this leave	Period of time
Continuing/ Fixed-term TAFE teachers	Personal leave/ Carer's leave	<ul style="list-style-type: none"> You may access up to 10 working days of your personal leave with the approval of your Dean or Director, to assist with home learning normal rules to access your personal leave still apply, and include: <ul style="list-style-type: none"> children are unwell staff member unwell and unable to undertake normal duties care of immediate family (including elderly parents) as primary carer 	<p>Up to 10 working days (pro-rata for part-time staff) of your personal leave balance is available with the approval of your Dean or Director until Stage 3 and 4 restrictions are lifted</p> <p>Academic and General staff, please refer to Clause 50 in the Enterprise Agreement 2019–2021</p> <p>TAFE teachers, please refer to Clause 36 of the TAFE Teaching Staff Agreement 2019</p>
	Pupil/student-free day (Academic and General staff)	An employee may be granted up to three days paid leave in any calendar year to care for their child due to an officially designated student or pupil free day	Documented evidence will be required from the relevant primary or secondary school and must be provided with the lodgement of the leave request from the employee. This leave must not be used to substitute for childcare or dependent care arrangements, including care requirements on gazetted public holidays or during normal school holiday periods.
	Annual leave	As normal	As per normal process, requested through Employee Self-Service (ESS)
	Long service leave	Accessible for a minimum of one working day	<p>The University has waived the required notice period associated with long service leave applications in line with Stage 3 and 4 isolation requirements</p> <p>As per normal process via Employee Leave Form (docx, 104kb)</p>
	Isolation leave - medical	Isolation after being medically diagnosed with COVID-19	<p>For the duration of required isolation, as advised by medical practitioner</p> <p>Requested through Employee Self-Service (ESS) – see next page</p>

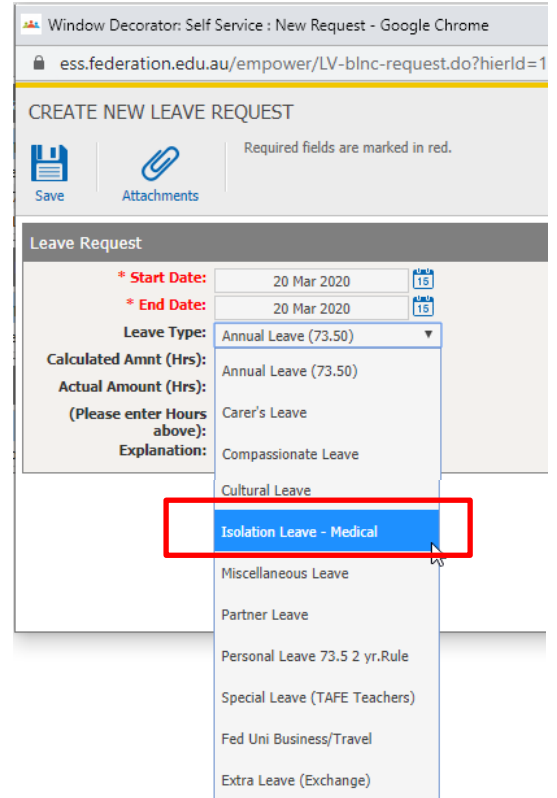
How do I apply for isolation leave?

Continuing/Fixed-term staff and TAFE teachers

A staff member can access **isolation leave** should they be diagnosed by a **medical** practitioner and required to remain in isolation. This leave will be granted on full pay for the required period and no deduction will be made from personal leave credits.

How to apply

When submitting a leave request in ESS, select the leave type 'Isolation leave - medical'



Window Decorator: Self Service : New Request - Google Chrome

ess.federation.edu.au/empower/LV-blnc-request.do?hierId=1

CREATE NEW LEAVE REQUEST

Required fields are marked in red.

Save Attachments

Leave Request

* **Start Date:** 20 Mar 2020

* **End Date:** 20 Mar 2020

Leave Type: Annual Leave (73.50)

Calculated Amnt (Hrs): Annual Leave (73.50)

Actual Amount (Hrs): (Please enter Hours above):

Explanation:

- Carer's Leave
- Compassionate Leave
- Cultural Leave
- Isolation Leave - Medical**
- Miscellaneous Leave
- Partner Leave
- Personal Leave 73.5 2 yr.Rule
- Special Leave (TAFE Teachers)
- Fed Uni Business/Travel
- Extra Leave (Exchange)