

EXTRACT

55. MISCELLANEOUS AND OTHER LEAVE

An employee (other than a casual employee, with the exception of domestic violence leave) is entitled to paid leave in the following circumstances:

55.1 DOMESTIC VIOLENCE LEAVE

- 55.1.1 The University recognises that employees may sometimes experience situations of violence or abuse in their personal life that may affect their attendance or performance at work. The University is committed to providing support to employees who experience domestic violence.
- 55.1.2 The University accepts the definition of domestic violence as provided by the *Family, Violence Protection Act 2008* (Vic) and recognises that it includes physical, sexual, financial, verbal or emotional abuse by a family/household member.
- 55.1.3 Any personal information provided in relation to situations of domestic violence shall be kept confidential.
- 55.1.4 Employees experiencing family/domestic violence are entitled to up to ten (10) days paid leave per calendar year to attend to medical appointments and legal proceedings, seek safe housing and other activities linked to dealing with domestic violence. This domestic violence leave of ten (10) days does not accumulate from one year to the next.
- 55.1.5 In addition to the entitlement in sub-clause 55.1.4 the University will offer employees experiencing family/domestic violence a broad range of support. This includes where appropriate:
- (i) access to personal leave, annual leave or leave without pay once the five days leave has been exhausted;
 - (ii) changes to hours of work and other appropriate flexible working arrangements, including changes to working times;
 - (iii) changing work location, agreed alternative duties, telephone number or email address; and
 - (iv) additional leave with pay which may be available upon application to the Director, Human Resources.
- 55.1.6 Supporting evidence of dealing with domestic violence may be required by the University and may take the form of a document issued by the police service, a court, a medical practitioner, a domestic violence support service or lawyer, a counselling professional, a statutory declaration, or other evidence acceptable to the University.

55.2 JURY SERVICE AND COURT APPEARANCES

An employee who is required to attend for Jury Service or to attend any court of law as a witness during their ordinary working hours will be granted paid leave for their ordinary hours of work. Paid leave is conditional upon production of a certificate from the court indicating attendance is required.

55.3 AUSTRALIAN DEFENCE FORCE RESERVE

- 55.3.1 If an employee is a member of the Australian Defence Force Reserves the employee is entitled to:
- 55.3.1.1 up to 10 days leave on full pay per calendar year to attend routine defence training or defence service activities, e.g. annual training camp; and
 - 55.3.1.2 up to 10 days leave on full pay per calendar year for special purpose defence training or defence service activities.
- 55.3.2 The University shall not hinder an employee from rendering defence services.
- 55.3.3 Sufficient notice and reasonable evidence should be provided to the University of leave to be taken, and, an employee should seek to identify alternative dates for defence service where it causes significant difficulties for the University.

55.4 EMERGENCY ASSISTANCE

55.4.1 As a member of a voluntary organisation, to assist in emergencies where the organisation is called Upon to assist by the government or by a competent authority under the State Disaster Plan.

55.4.2 Where the employee responds to a call for volunteers to meet a declared bushfire or other Voluntary Emergency Management Activity.

55.5 BLOOD DONOR LEAVE

To donate blood, subject to the operational requirements of the University.

55.6 HOUSE RELOCATION LEAVE

The University will provide up to two days' paid leave when it requires an employee to perform all or the majority of the employee's duties at a campus other than the employee's previous campus location and the employee elects to relocate to a primary place of residence more convenient for travelling to such new campus. Access to this leave will be limited to change of campus where over 50 kilometres of travel (each way) is involved.

55.7 CARING FOR A CHILD ON A PUPIL/STUDENT-FREE DAY

An employee may be granted up to three (3) 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.

55.8 OTHER SPECIAL CIRCUMSTANCES

Other special circumstances as approved by the Director, Human Resources. This may include leave to attend to matters of a personal and pressing nature that require immediate attention.

An employee is entitled to unpaid leave in the following circumstances:

55.9 ELECTION LEAVE

An employee is entitled to leave without pay to contest an election where the employee is a candidate for election to Federal or State Parliament.

55.10 A casual employee is entitled to the provisions of this clause (55) excepting that all leave shall be unpaid save for Domestic Violence Leave as stipulated in sub-clause 55.1.4.

55.11 In cases under sub-clause 55.2 or 55.3 involving less than 3.67 hours, an employee may negotiate time off with their relevant supervisor and make up the difference in working hours at a later period or may take the time off in lieu of previous additional hours worked.

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