

# EXTRACT

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## **54. COMPASSIONATE LEAVE**

- 54.1 An employee (other than a casual employee) is entitled to a period of up to three days of paid compassionate leave for each occasion:
- 54.1.1 to spend time with a member of employee's immediate family or household who contracts or develops a personal illness or sustains a personal injury that poses a serious threat to that person's life; or
  - 54.1.2 after the death of a member of the employee's immediate family or household.
- 54.2 An employee may add an additional two days paid leave, providing for up to a total leave period of five days where:
- 54.2.1 there is a need to attend a funeral overseas, or where long distance travel is involved, e.g. interstate;
  - 54.2.2 there is an urgent need to visit a family member overseas, or in situations where the visit would require long distance travel, e.g. interstate, because that family member has contracted or developed a personal illness or sustained a personal injury that poses a serious threat to that person's life; or
  - 54.2.3 an Aboriginal and Torres Strait Islander staff member who is required for "indigenous business" relating to a funeral of an immediate family member.
- 54.3 An employee may add to the entitlement under clause 54.1 or 54.2 by utilising other forms of paid or unpaid leave.
- 54.4 An employee entitled to a period of compassionate leave under sub-clause 54.1 or 54.2 for a particular occasion is entitled to take the compassionate leave as:
- 54.4.1 a single, unbroken period of three days (five days as provided for 54.2);
  - 54.4.2 or any separate periods to which the employee and the University agree.
- 54.5 In order to be entitled to compassionate leave, the employee must provide to the University any evidence that the University reasonably requires of the illness, injury or death.
- 54.6 A casual employee is entitled to the provisions of this clause excepting that all compassionate leave taken shall be unpaid.

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