



## Leave Without Pay

This document applies to staff:

- covered by the Academic Staff Agreement 2006-2008 or the General Staff Agreement 2006-2008 or the English Teaching Staff Agreement 2006 – 2008.
- whose managers grant approval to take Leave Without Pay.

It does not apply to casual staff.

In this document, refer to the [Delegations of Authority Administrative Functions](#) for the definition of:

- School
- Head - refers to HOS/HOA

‘Organisational unit’ is an administrative and equivalent to a budget unit for which a HOA has responsibility.

## Policy

- a) The University may, at its discretion, permit a staff member to take Leave Without Pay (LWOP) under specific conditions, which will not normally exceed one year in a single instance.
- b) Periods of leave without pay will only be approved when the Head and the Dean (or Principal Officer) concerned believe that leave will not be detrimental to the interests of the School/Organisational unit.

## Guidelines

### A Qualifying periods and limits for LWOP

- a) Sick leave without pay may be approved when all sick leave is exhausted and the absence is supported by a medical certificate.
- b) Parental LWOP (including Maternity) is normally approved provided the maximum length of leave stated in the Parental Leave policies is not exceeded. See the [Parental Leave Guidelines](#) for more details.
- c) For all other LWOP (including for private purposes), normally staff must have been in continuous employment with the University for two years, and have exhausted all of their annual leave entitlements, and any accrued Scheduled Days Off. Normally the maximum period that may be approved under this category is one year. This may be extended to two years for staff taking LWOP for professional purposes.

### B Impact of LWOP on Service

- a) Instances of less than or equal to five working days in a calendar year will not affect accrual or review dates.

- b) Instances of less than six months will be counted as service for the purpose of long service leave, where the LWOP is applied for and taken after the staff member has completed ten years of service with the University (see C(b) below for the exception).
- c) In all other instances accrual/eligibility dates for long service leave, annual leave, sick leave, incremental progression; probation and academic confirmation will be affected. Contact your HR Service Team for more information.
- d) In the case of staff employed on fixed term contracts, the contract period will not be extended as a result of LWOP being granted.

### **C Impact of LWOP on Leave and Public Holidays**

- a) Sick Leave  
If a staff member becomes ill while on LWOP the University will not convert the LWOP to sick leave.
- b) Long Service Leave Accruals  
Regardless of the length of service, Long Service Leave may accrue during LWOP where such leave has been granted for professional purposes AND the organisation employing the staff member agrees to reimburse the University for this cost based on the current salary (including on-costs) of the staff member.
- c) Public Holidays  
Staff will not receive payment for public holidays falling during or immediately following a period of LWOP.

### **D Impact of LWOP on Superannuation**

Contributions to superannuation schemes will be affected and staff must contact the HR Service Centre for further advice.

## **Procedures**

- a) Staff are to discuss any proposal for LWOP with their supervisor before submitting a leave form. Under no circumstances are arrangements to be finalised before approval for the absence has been given.
- b) Applications for LWOP must be accompanied by a statement setting out the dates of the proposed leave and the reason leave is requested.
- c) Applications for LWOP are to be submitted through the supervisor to the Head for approval.
- d) Staff should normally apply for longer term LWOP at least six months in advance.

# Administration

## 1. Background/context

This document converts the Leave Without Pay provisions of the Academic Staff Agreement 2006-2008, General Staff Agreement 2006 - 2008 and English Teaching Staff Agreement 2006 – 2008, into policy, procedures and guidelines to enable their implementation.

## 2. Authority/consultation

This document was developed by DVC (Infrastructure)

All staff were given an opportunity to comment on this document during its development.

## 3. Management Responsibility

Deputy Vice-Chancellor (Infrastructure)

## 4. Implementation Responsibility

Heads

## 5. Dates

Approval (version 1)	03/09/2001
Effect	03/09/2001
Review	11/8/2005
Approval (version 2)	30/11/2005
Effect	30/11/2005
References updated	30/05/2008

## 6. Approval

Version 1	Professor Ken Eltis Deputy Vice-Chancellor (Planning and Resources)
Version 2	Professor Ann Brewer Acting Deputy Vice- Chancellor (Infrastructure)

## 7. References

- Academic Staff Agreement 2006-2008
- General Staff Agreement 2006-2008 \
- English Teaching Staff Agreement 2006 – 2008
- Parental Leave Guidelines (2004)
- Delegations of Authority: Administrative Functions

## 8. Signatures

### Approved by:

Name

Position

Date

Signature