**Leave Without Pay (LWOP) Agreement**

1. **Intent of this agreement**

The intent of this Agreement is to facilitate the implementation of the provisions of the current ACU Staff Enterprise Agreement 2022 – 2025 and policies with respect to Leave Without Pay for periods of more than 52 weeks or any consecutive periods, including any extension, which brings the total period of Leave Without Pay to more than 52 weeks.

1. **Terms of the Agreement**

By signing this Agreement, the staff member agrees to the following terms:

* 1. Becoming unattached from their substantive position at ACU;
	2. Providing confirmation of their interest in returning to work through the provision of 2 months written notice to the Chief People Officer, People & Capability;
	3. As part of the written notice in 2.2, they shall include the date they wish to return to work and the fraction at which they wish to return if less than their previous fraction;
	4. At the time of provision of written notice they will provide to the University a current curriculum vitae to assist and inform placement considerations; and,
	5. Participate in the return to work from unattached in accordance with the Management of Staff Unattached from Substantive Position Policy.

**3. Salary and Conditions of Employment Other Than in Agreement**

Except as provided by this Agreement, the salary and conditions of employment of the staff member will be those contained in the University Staff Enterprise Agreement–2022 - 2025, as varied or extended from time to time by any certified agreement applying to the University in respect of employment to the kind undertaken by the staff member.

1. **Variations to this Agreement:**

This Agreement may be varied at any time during its term, by agreement between the staff member concerned and relevant supervisor, and the approval of the relevant Member of the Executive.

# Staff member’s signature

By signing this Agreement, I acknowledge the following:

1. I have read and understand the applicable Staff Enterprise Agreement 2022 – 2025 provisions and the clauses in the Leave Without Pay Policy and the Management of Staff Unattached from Substantive Position Policy relating to Leave Without Pay.
2. I will confirm my return to work before the conclusion of the approved period of Leave Without Pay by giving a minimum of 2 months written notice to the Chief People Officer, People & Capability.

Signed:

Name of Staff Member *(please print)*:

Signature of Staff member: Date: / /

Name of Witness *(please print)*:

Signature of Witness: Date: / /