Senior Executive, Executive and Senior Management Leave and Associated Arrangements Policy

Section 1 - Policy Purpose

(1) This Policy assists Senior Management, Executive and Senior Executive staff to manage periods of their leave of any duration and of any type, including international University business, and the associated arrangements to ensure the effective and seamless administration, good management, and governance of the University and its organisational units.

Section 2 - Scope of Policy

(2) This Policy applies to staff employed by the University under either an Executive Employment Agreement or a Senior Management Employment Agreement.

Section 3 - Policy Statement

(3) In approving periods of Senior Management, Executive and Senior Executive leave of any type, it is the expectation of the University that the staff member prior to commencing leave has notified their nominated supervisor and made suitable arrangements including a handover with the acting assignee to ensure the operations and the good management of the University can continue in their absence.

Section 4 - Acting Assignments

(4) Where a the staff member is proceeding on leave or is attending to internal University business or at an international conference, of any duration with the approval of the University, consideration must be given to the nature and type of coverage to exist in their absence. This consideration must occur in discussion with their nominated supervisor.

Section 5 - Acting Salary Arrangements

(5) Where a Senior Management, Executive or Senior Executive staff member acts in a higher level position, either on full or partial duties they will be eligible for an acting salary where the period exceeds twenty (20) working days, including public holidays.

(6) Where a staff member employed under the ACU Staff Enterprise Agreement 2026-2029 will be performing a Senior Management acting assignment, the staff member will be eligible for an acting salary for the period consistent with the provisions of the ACU Staff Enterprise Agreement 2026-2029.

(7) The applicable allowance in each case of an acting assignment of the staff member is discussed by the nominated

supervisor with the Chief People Officer.

Section 6 - Governance and University Delegations

(8) Certain Senior Management, Executive and Senior Executive positions carry governance and University delegations either assigned to the position or as a result of holding accreditations which will need to be assigned accordingly, i.e. the role of Corporation Secretary. This may mean that dependent on requirements a delegation may not always be performed by the acting assignee where they do not hold the relevant accreditations.

(9) The assignment of who performs which delegations must be discussed with their nominated supervisor and allocated, and, where necessary the Vice-Chancellor and President must be informed of the nominated assignee and whom will undertake the relevant governance and University delegations.

Section 7 - University Notification of Absence and Delegations

(10) Senior Executive and Executive staff are expected to advise the whole University via email of their absence and who is the acting assignee. This may include advice of relevant delegations which are outside the norm.

(11) The notification to the wider University should normally occur 1 (one) week prior to the staff member proceeding on leave.

Section 8 - Revisions made to this Policy

(12) The revision table includes revisions up until this document was migrated into the current Policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
30 March 2017	Major	Policy revised to reflect the University's updated Management Levels.
31 Jan 2019	Editorial	Item 7: University Notification of Absence and Delegations information updated for Executive staff. Updated to include reference to ACU Staff Enterprise Agreement 2017-2021. New ACU branding and Policy template. HR contact details now include Service Central.
3 Sept 2021	Editorial	Policy title and use of Senior Executive, Executive and Senior Management wording throughout Policy updated to Senior Management, Executive and Senior Executive.

(13) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Chief People Officer.

Section 9 - Further Assistance

(14) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit Service Central.

Section 10 - Associated Information

(15) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	16th February 2024
Review Date	3rd September 2026
Approval Authority	Vice-Chancellor and President
Approval Date	16th February 2024
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability