Trade Union Training Leave Policy

Section 1 - Background Information

(1) This Policy has been developed in support of the provision for Trade Union Training Leave for staff at ACU.

Section 2 - Policy Statement

(2) The University recognises that from time to time staff may be involved in undertaking trade union training, development and other educative activities related to their role as authorised union delegates, and provides staff with leave to participate in these activities as outlined in this Policy.

Section 3 - Policy Purpose

(3) This Policy informs staff members of their entitlement to Trade Union Training Leave and its application at ACU.

Section 4 - Application of Policy

(4) This Policy applies to all continuing and fixed term staff of the University whose conditions of employment are covered by the ACU Staff Enterprise Agreement 2022-2025 (the Agreement). Staff engaged for a specific fraction of a full-time appointment shall be entitled to the amount of leave available on a pro-rata basis relative to that staff member's fraction of employment.

(5) Trade Union Training leave encompasses leave for authorised union delegates to undertake the following activities, namely Trade Union:

a. training;
b. development; and / or
c. related educative activities.

(6) A staff member who is an authorised union delegate is entitled to access up to seven (7) days each calendar year of paid Trade Union Training leave when the activity falls on the staff member's normal day of work. Trade Union Training leave is not cumulative.

(7) Trade Union Training leave is additional to a staff member's entitlement to Community Service and Emergency Services Leave (see the Community Service and Emergency Services Leave Policy). Staff members who are authorised union delegates may also apply for developmental opportunities in accordance with the provisions of Section 4 of the Agreement.

(8) The granting of Trade Union Training leave is subject to the normal provisions relating to the granting of leave. In particular, Trade Union Training leave will only be granted to authorised union delegates where such leave is mutually convenient to the University and the staff member concerned.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the ACU Policy Portal for the latest version.

Section 5 - Approvals

(9) An application for Trade Union Training leave is submitted for approval to the appropriate delegated officer. Information on delegated officers for leave approvals is available in the Delegations of Authority Policy and Register.

Section 6 - Procedures

(10) A staff member must submit their application for Trade Union Training leave using the Staff Connect facility. Supporting documentation in the form of a statement from either the Community and Public Sector Union or the National Tertiary Education Union, as appropriate, must be included in the leave application to support the application. The statement must indicate, at a minimum, that the staff member is an authorised union delegate, the type of training, development or other related educative activity involved as well as the date, time and place such activity is to be undertaken.

(11) If approved, the nominated supervisor will approve the leave request on Staff Connect. If not approved, the nominated supervisor must advise the staff member of the decision.

Section 7 - 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
23 July 2018	Editorial	Update ACU brand template and change to procedural wording for submitting leave application via Staff Connect.
4 April 2019	Editorial	Updated to include reference to the ACU Staff Enterprise Agreement 2017-2021.

(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 People and Capability.

Section 8 - 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 9 - 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	22nd February 2024
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	22nd 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