

Compassionate Leave Policy

Section 1 - Policy Purpose

(1) This Policy informs staff members of their entitlement to Compassionate Leave and its application at ACU in accordance with clause 3.4 of the [ACU Staff Enterprise Agreement 2022-2025](#).

Section 2 - Policy Statement

(2) Compassionate Leave is designed to enable a staff member to take leave when they need to spend time with a person who is a member of their immediate family or household or a relative, because that person has a personal illness, or injury that poses a serious threat to their life. Compassionate Leave is also designed to enable a staff member to deal with the circumstances following the death of a member of their immediate family or household or a relative.

(3) For casual / sessional staff, compassionate leave applies where the staff member (or their spouse or de facto partner, or second parent) has a miscarriage or gives birth to a still born child ^[1].

[1] Refer to the Section 190 Undertaking made to the [Fair Work Commission](#) as part of the application for approval of the [ACU Staff Enterprise Agreement 2022-2025](#).

Section 3 - Application of Policy

Entitlement

(4) On each occasion when any of the circumstances below apply:

- a. a fixed-term or continuing staff member may take up to two (2) days paid Compassionate Leave; and
- b. a casual / sessional staff member may take up to two (2) days unpaid Compassionate Leave.

Circumstances

(5) When a member of the staff member's:

- a. immediate family, or
- b. a relative, or
- c. a member of the staff member's household,

contracts or develops a personal illness, or sustains a personal injury, that poses a serious threat to their life, or:

- d. the member of the immediate family or household or the relative dies;

- e. for casual / sessional staff, when the staff member (or their spouse or de facto partner, or second parent) has a miscarriage or gives birth to a still born child.

Section 4 - Approvals

(6) An application for Compassionate Leave must be submitted for approval by the appropriate delegated officer. Information on delegated officers for leave approvals is located in the [Delegations of Authority Policy and Register](#).

Section 5 - Procedure

(7) A staff member who is absent from work due to the circumstances described in Section 3 will normally make contact with their nominated supervisor at the earliest opportunity to advise of their absence from work. If the staff member fails to make contact, the nominated supervisor will make arrangements to contact the staff member as set out in the [Abandonment of Employment Policy](#).

(8) All staff are required to promptly complete and submit a leave application in respect of any absence on Compassionate Leave. The leave application will be submitted through:

- a. Staff Connect for continuing and fixed term staff.
- b. Lodgement of a [Service Central](#) request for casual and sessional staff.

(9) Prior to approving the application for leave, the University may require the staff member to produce appropriate evidence of the circumstances applicable to the reason for the compassionate leave. Such evidence may include but is not limited to a:

- a. letter from a registered health practitioner;
- b. letter from an authorised officer of a hospital;
- c. published funeral notice; or
- d. copy of a death certificate.

(10) A Statutory Declaration may also be provided.

Section 6 - Revisions to this Policy

(11) 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
5 May 2019	Editorial	Updated to incorporate Service Central link for further reference, new ACU branding and updated policy template as per ACU's Policy Development and Review Policy.
3 August 2023	Minor	Updated to incorporate provisions of the ACU Staff enterprise Agreement 2022-2025. Updated Director, HR to Chief people Officer. Updated Human Resources to People and Capability.

(12) The University may make changes to this Policy from time to time to assist statutory compliance and or 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 People and Capability.

Section 7 - Further Assistance

(13) 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 8 - Associated Information

(14) 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	15th February 2024
Review Date	3rd August 2026
Approval Authority	Vice-Chancellor and President
Approval Date	15th 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 <hr/> People and Capability