

Extraordinary Leave Policy

Section 1 - Policy Purpose

(1) This Policy informs staff members of the provisions with respect to extraordinary leave and its application at ACU.

Section 2 - Policy Statement

Continuing and fixed term staff

(2) The circumstances that apply to the provision of extraordinary leave for continuing or fixed term staff are set out below:

- a. Where a staff member has exhausted all paid leave entitlements and because of extraordinary circumstances, requires further paid leave, the University may grant such further paid leave as the University decides is warranted. Extraordinary leave will not normally be granted where other leave types are available, unless otherwise determined by the University.
- b. In the event of a National Emergency Declaration by the Federal Government, or a global pandemic declared by the World Health Organisation a staff member who is impacted by the emergency, is eligible for an additional 5 days of paid leave, to be taken in the week following the date of the declaration.

Casual and sessional staff

(3) In the event of a National Emergency Declaration by the Federal Government, or a global pandemic declared by the World Health Organisation, a casual or sessional staff member who is impacted by the emergency, is eligible for paid leave, to be taken in the week following the date of the declaration to a maximum of 5 days depending on their normal schedule of work. The leave will be paid at the rate they would have been paid if they had attended their rostered work during the period of leave.

Section 3 - Application of Policy

(4) This policy applies to all staff of the University as set out in Section 2 (Policy Statement).

Section 4 - Procedures

(5) Continuing and fixed-term staff who have exhausted all their existing paid leave entitlement and who wish to apply for extraordinary leave in accordance with section 2(a) above may discuss their needs with their nominated supervisor and:

- a. make a written application to their nominated supervisor, or
- b. the nominated supervisor may request the leave on the staff member's behalf.

(6) The application should:

- a. outline the extraordinary circumstances, the period of leave required, any relevant supporting information, for the delegated officer to consider and make an informed decision; and.
- b. normally be submitted to the delegated officer via People and Capability through a [Service Central](#) Request.

(7) In the event of a National Emergency Declaration by the Federal Government, or a global pandemic declared by the World Health Organization, the University will communicate leave arrangements for eligible staff.

(8) Information on delegated officers for leave approvals is available in the [Delegations of Authority Policy and Register](#).

Section 5 - Revisions to this Policy

(9) The revision table includes revisions up until this document was migrated into the new policy system. Any later revisions will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
25 May 2019	Editorial	Updated to incorporate Service Central link for further reference, new ACU branding and updated policy template as per ACU Policy Development and Review Policy.
21 June 2022	Minor	Updated to incorporate paid leave entitlement in the event of a National Emergency Declaration.
3 August 2023	Minor	Updated to incorporate provisions of the ACU Staff Enterprise Agreement 2022-2025. Updated Human Resources to People and Capability.

(10) 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 6 - Further Assistance

(11) 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 7 - Associated Information

(12) 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	18th December 2023
Review Date	29th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	18th December 2023
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