

Name of Policy	Extraordinary Leave Policy
Description of Policy	This policy covers the provision of Extraordinary leave for academic and general staff at ACU.
<input type="checkbox"/> New Policy	<input type="checkbox"/> Revision
Description of Revision	<i>Delete</i> Please type brief description of the deletion and specify information to be deleted
	<i>Insert</i> Please type brief description of the insert and specify information to be inserted

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	3 December 2007

Table of Contents

1.	Background Information	1
2.	Policy Statement	1
3.	Policy Purpose	1
4.	Application of Policy.....	1
5.	Procedures	1
6.	Policy Review	1
7.	Further Assistance.....	1

1. Background Information

This policy has been developed in support of the provisions for extraordinary leave for academic and general staff at ACU.

2. Policy Statement

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.

3. Policy Purpose

This policy informs staff members of the provisions with respect to extraordinary leave and its application at ACU.

4. Application of Policy

This policy applies to all continuing and fixed-term staff of the University.

5. Procedures

Staff who have exhausted all of their existing paid leave entitlement and who wish to apply for extraordinary leave must apply using normal leave application processes. A staff member may discuss their need with their supervisor and attach a note providing further information in support of the application.

Information on delegated offices for leave approvals is available in the University Staff Delegations which is published on the Human Resources website.

6. Policy Review

The University may make changes to this policy and procedures 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 Director, Human Resources.

7. Further Assistance

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 advice be needed, they should contact the Human Resources Consultant responsible for their campus.