

Civic Service Leave

Q&A

- Q1. Why is there Civic Service leave at the University?
- Q2. What does Civic Service leave cover?
- Q3. What Civic Service leave am I entitled to under the University policy “Civic Service Leave”.
- Q4. What additional Civic Service leave may be available?
- Q5. What happens if I receive payment for an activity that I have taken Civic Service leave for?
- Q6. What happens if I attend a community activity covered by Civic Service leave during a period of paid leave?
- Q7. How do I apply for Civic Service leave?
- Q8. How do I find out further information in relation to Civic Service Leave?

Q1. Why is there Civic Service leave at the University?

A1. ACU recognises that staff may be called upon to become involved in community activities which require their attendance during normal working hours. The University, through its Civic Service leave provisions outlined in the University policy "*Civic Service Leave*", seeks to support the participation of staff involved in these community activities and to assist them in balancing their work and life needs.

Q2. What does Civic Service leave cover?

A2. Civic Service leave covers the following community activities:

- Jury Service
- Court Appearances
- Fire Fighting and Emergency Assistance
- Leave to Contest Elections
- Blood Donor Donations
- Attendance at Arbitration Proceedings
- Military Reserve Service
- Community Service contributions including representation at major cultural, social and sporting events

Q3. What Civic Service leave am I entitled to under the University policy "Civic Service Leave".

A3. The University policy "*Civic Service leave*" outlines a full time staff member is entitled to access up to 5 days per annum of Civic Service leave, when the activity falls on a normal day of work. Civic Service Leave is not cumulative. 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.

Q4. What additional Civic Service leave may be available?

A4. The University policy "*Civic Service Leave*" provides for staff that have appropriate certification further Civic Service leave for a period or periods greater than 5 days per annum. In this instance the merits of the proposed Civic Service will be taken into consideration, as will the requirements of the University.

In addition a staff member who is a member of any voluntary organisation called upon by the Government or a competent authority under a State Disaster Plan to assist in fire fighting or other forms of emergency assistance (including auxiliary operations) shall be entitled to leave on full pay for the duration of the participation by the staff member in operations, provided that the services of the staff member are actually required by the voluntary organisation or other recognised authority concerned. A staff member who responds to an appeal for volunteers to meet a declared bushfire or other emergency shall be entitled to leave on full pay for the duration of the operations. A staff member granted Civic Service Leave to attend an emergency service activity, shall also be entitled to a further one day on completion of the service for the purpose of recovering from such activity.

Q5. What happens if I receive payment for an activity that I have taken Civic Service leave for?

A5. If you receive payment in relation to any activity for which Civic Service Leave has been granted will forward this payment to the University. In such circumstances the staff member may retain any out-of-pocket expenses associated with travel and subsistence.

Q6. What happens if I attend a community activity covered by Civic Service leave during a period of paid leave?

A6. Upon submission of a paper based leave request form advising the variation and evidence of the Civic Service, the University will re-credit the leave.

Q7. How do I apply for Civic Service leave?

A7. Civic Service Leave cannot currently be applied for on Staff Connect. You must complete a paper based leave request form, indicating the type of Civic Service proposed or attended, and attaching appropriate documentation such as a jury or court summons, a statement from the electoral commission, a statement from the relevant emergency or military reserve authority or some other relevant documentation.

Q8. How do I find out further information in relation to Civic Service Leave?

A8. You can refer to the Human Resources Directorate website for policy information, discuss the policy with your nominated supervisor and/or contact your local Human Resources Consultant.