

Name of Policy	Compassionate Leave Policy
Description of Policy	<i>This policy sets out the compassionate leave provisions for staff at ACU.</i>
<input type="checkbox"/> New Policy <input type="checkbox"/> Revision	
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

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.	Approvals.....	1
6.	Procedures	1
7.	Policy Review	2
8.	Further Assistance	2

1. Background Information

This policy has been developed in support of the provision for compassionate leave for all staff at ACU.

2. Policy Statement

Compassionate leave is designed to enable a staff member to take leave when she or he needs to spend time with a person who is a member of her/his 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. Policy Purpose

This policy informs staff members of their entitlement to Compassionate Leave and its application at ACU.

4. Application of Policy

A staff member may take up to 2 days paid compassionate leave on each occasion when any of the following circumstances apply:

When a member of the staff member's

- immediate family, or
- a relative, or
- 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 his or her life, or:

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

5. Approvals

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 University Staff Delegations Register which is published on the Human Resources website.

6. Procedures

6.1 A staff member who is absent from work due to the personal illness or injury or death of a member of her/his immediate family or household or a relative; will normally make contact with her/his supervisor at the earliest opportunity to advise the supervisor of her/his absence from work. If the staff member fails to make contact, the supervisor will make arrangements to contact the staff member as set out in the University's Policy for Abandonment of Employment.

6.2 All staff are required to promptly complete and submit a leave application in respect of any absence on compassionate leave.

6.3 Prior to approving the application for leave, the University may require the staff member to produce appropriate evidence of the injury, illness, emergency or death. Such evidence may include but is not limited to:

- A letter from a registered health practitioner
- A letter from an authorised officer of a Hospital

- A published funeral notice
- Copy of a death certificate

A statutory declaration may also be provided.

7. Policy Review

The University may make changes to this policy and procedures 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 her/his suggestions to the Director, Human Resources.

8. Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult her/his nominated supervisor who is responsible for the implementation and operation of leave arrangements in their work area. Should further advice be needed, she/he should contact the Human Resources Consultant responsible for their campus.