

<b>Name of Policy</b>	<b>Civic Service Leave Policy</b>
<b>Description of Policy</b>	This policy covers the provision of Civic Service Leave for academic and general staff at ACU.
<input type="checkbox"/> New Policy <input type="checkbox"/> Revision	
<b>Description of Revision</b>	<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

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
<b>Senate Approval Date</b>	
<b>Vice Chancellor's Approval Date</b>	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..... 2**

**6. Procedures ..... 2**

**7. Policy Review ..... 2**

**8. Further Assistance ..... 2**

## **1. Background Information**

This policy has been developed in support of the provision for Civic Service Leave for academic and general staff at ACU.

## **2. Policy Statement**

The University recognises that from time to time staff may be involved in community activities as outlined in this policy, and provides staff with leave to participate in these activities.

## **3. Policy Purpose**

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

## **4. Application of Policy**

- 4.1** This policy applies to all continuing and fixed term staff of the University. 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 relative to that staff member's fraction of employment.

Civic Service leave encompasses leave for civic duties such as:

- Jury service
- Court appearances
- Fire fighting and emergency assistance
- Blood donation
- Attendance at arbitration proceedings
- Military reserve service
- Community service contributions including representation at major cultural, social and sporting events

- 4.2** A 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 shall not be cumulative.

- 4.3** Where a staff member provides appropriate certification, Civic Service leave for a period or periods greater than 5 days per annum may be approved in certain circumstances such as fire fighting and emergency assistance. In this instance the merits of the proposed civic service will be taken into consideration, as will the requirements of the University.

- 4.4** 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.

- 4.5** A staff member who is subpoenaed to appear in Court as a witness for the Crown or for the University shall be entitled to leave on full pay for the period of such appearance. A staff member who is otherwise required to appear in Court as a witness or to give evidence on matters that are not related to the University, may apply to take accrued annual or long service leave or apply for leave without pay for the period of such appearance.
- 4.6** A staff member who receives a 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.
- 4.7** If Civic Service Leave is taken during a period of authorised paid leave (eg. Annual, Long Service Leave), the period of authorised leave in question will be re-credited to the staff member subject to the University being furnished with evidence of Civic Service.

## **5. Approvals**

An application for Civic Service leave is submitted for approval by the appropriate delegated officer. Information on delegated officers for leave approvals is available in the University Staff Delegations which are published on the Human Resources website.

## **6. Procedures**

A staff member must submit their application for Civic Service Leave using a leave request form, indicating the type of Civic Service proposed. Supporting documentation such as a jury or court summons, a statement from the relevant emergency or military reserve authority or other relevant documentation must be sent to the nominated supervisor for checking. The nominated supervisor then forwards the documentation to Human Resources office at Mount Saint Mary Campus.

## **7. 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.

## **8. 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 leave arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.