

SPECIAL LEAVE PROCEDURE

SCOPE

This procedure applies to all fixed-term and continuing staff of the University, herein collectively referred to as 'you' for the purpose of this procedure.

For the purpose of this procedure, references to 'the University' includes staff at Monash University Australia.

For leave that is provided for family violence support, refer to the [Family Violence Support procedure](#).

PROCEDURE STATEMENT

The University ('us', 'our' or 'we') may grant paid or unpaid special leave where other leave types are not available (refer to the [Types of Leave \(All\) procedure](#)). This procedure outlines conditions specific to special leave and the application process.

1. Overview

- 1.1 Paid or unpaid special leave may be granted at the discretion of the University in accordance with the relevant [Enterprise Agreement](#). Such circumstances may include (but are not limited to):
 - leave to perform duties as an officer or instructor of cadets in the Australian Navy Cadets, Australian Army Cadets, or the Australian Air Force Cadets (up to three weeks per financial year);
 - applications based on ill health (when paid sick leave has been exhausted);
 - applications for a work-related development experience; or
 - applications based on personal or family circumstances (for example, travel or to care for a family member).
 - 1.1.1 Requests for flexible unpaid parental leave or an extension of parental leave are not considered under this procedure. Refer to the [Pre-natal and Parental Leave procedure](#).
- 1.2 Before you commence special leave, you must exhaust all other available accrued paid leave entitlements, except when you apply for:
 - special paid leave for duties as an officer or instructor of cadets;
 - special paid leave for volunteering in accordance with the [Workplace Volunteering procedure](#); or
 - special unpaid leave for defence service in accordance with the [Defence Force Reserves procedure](#)
 - 1.2.1 Accrued long service leave is to be taken in accordance with the [Long Service Leave procedure](#) (with consideration for minimum long service leave period requirements).
 - 1.2.2 Sick leave is only required to be exhausted where an application for special leave is for ill health.
- 1.3 In any year of service, no more than 20 days' unpaid special leave taken continuously or in aggregate will count as service, for leave entitlements and accruals and for severance, termination and resignation purposes, in accordance with the relevant [Enterprise Agreement](#).

2. Applying for special leave

- 2.1 To apply for special leave, you must:
 - discuss the proposed special leave request with your supervisor in a timely manner, prior to an application being submitted (excluding emergency situations), including plans to exhaust all other available accrued paid leave entitlements, as per 1.2; above
 - complete an [Application for Leave and Special Leave \[Online\]](#) ensuring the reasons for the request are clearly outlined in the application; and
 - submit your application to your supervisor a minimum of two months' before the leave is proposed to start (excluding emergency situations).

2.1.1 For emergency situations, we understand that a timely application may not be possible. In such circumstances, you must discuss your leave requirements with your supervisor or [HR Business Partner](#).

2.2 You may be required to provide relevant evidence (for example a medical certificate or Tri-Service Training Notice) or additional information to support your special leave request.

2.3 Where you make a subsequent application for unpaid leave of greater than 6 months, approval will generally only be granted where there is a compelling case.

3. Consideration and approval

3.1 Supervisors should assess the impact of the proposed special leave on the work unit, including budgetary, staffing and other resource implications in consultation with the [HR Business Partner](#).

3.2 Where your supervisor intends to recommend the application for endorsement, they will

- confirm that all annual leave, long service leave and sick leave (if the special leave request is for medical reasons) is exhausted in accordance with 1.2 above, and/or applied for in ESS, before they
- submit the application to the Dean or Executive Director for endorsement.

3.3 Where your application is not endorsed, your supervisor will notify you.

3.4 Where an application for special leave has been endorsed by the Dean or Executive Director, it will be submitted to Monash HR to obtain approval from the relevant delegated authorities, as detailed in the below table.

	Period of special leave	Approver
Special unpaid leave	Up to 2 weeks (10 working days for full-time staff or pro-rata for part-time staff).	Group Manager, HR Business Partnering as delegate of the Chief Human Resources Officer.
	<ul style="list-style-type: none"> • Greater than 2 weeks and up to 6 months; or • Consecutive periods of special unpaid leave, up to 6 months in aggregate; or • Consecutive periods of unpaid parental leave and special unpaid leave, up to 6 months in aggregate. 	Chief Human Resources Officer
	<ul style="list-style-type: none"> • Greater than 6 months; or • Consecutive periods of special unpaid leave greater than 6 months in aggregate; or • Consecutive periods of unpaid parental leave and special unpaid leave, greater than 6 months in aggregate. 	<ul style="list-style-type: none"> • Provost (for academic staff) • Chief Operating Officer and Senior Vice-President (for professional and trades and services staff)
Special paid leave	Up to 2 weeks (10 working days for full-time staff or pro-rata for part-time staff).	Chief Human Resources Officer
	Over 2 weeks	<ul style="list-style-type: none"> • Provost (for academic staff) • Chief Operating Officer and Senior Vice-President (for professional and trades and services staff)

3.5 Where your application has been submitted to the relevant delegated authorities above, Monash HR will notify you of the outcome of the application.

4. Arrangements during approved special leave

4.1 If you are on special unpaid leave and you continue to receive your normal pay, you must notify Monash HR as a matter of urgency to avoid overpayment of salary. Where an overpayment is made, repayment of the monies will be in accordance with the relevant Enterprise Agreement.

4.2 Superannuation contributions will not be made during periods of special unpaid leave.

- 4.3 For longer periods of special leave, you are encouraged to stay in touch with your supervisor. You may discuss and agree on how you would like to receive communications and be contacted.

5. Breach of procedure

- 5.1 The University treats any breach of its policies, procedures and schedules seriously; we encourage reporting of concerns about non-compliance, and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with University procedures may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees, or the cessation of engagements with the University for other persons.

DEFINITIONS

Employee Self Service (ESS)	An online Employee Self Service system which provides staff with easy and private access to personal and current employment information held by the University.
Dean or Executive Director	The Dean of the faculty or Executive Director of a division or their nominee in any case where the Dean or Director has formally nominated a person to act as their nominee for the purpose.
Enterprise Agreement	<p>The Enterprise Agreement means the:</p> <ul style="list-style-type: none"> • Monash University Enterprise Agreement (Academic and Professional Staff) 2019 or the • Trades and Services staff (Building and Metal Trades staff) 2009 or the • Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 <p>as applicable to the staff member.</p> <p>Clauses relating to this procedure include:</p> <p>Monash University Enterprise Agreement (Academic and Professional Staff) 2019</p> <ul style="list-style-type: none"> • Clause 26 – Payment of Salaries and Deductions • Clause 38 – Definitions and General Conditions • Clause 44.26 – Special Leave for Additional Purposes <p>Monash University Enterprise Agreement (Trades and Services Staff - Building & Metal Trades Staff) 2009</p> <ul style="list-style-type: none"> • Clause 3 – Definitions • Clause 29 – Payment of Salaries and Deductions • Clause 50 – Leave Entitlements • Schedule 3(u) – Leave Entitlements (Special Leave) <p>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</p> <ul style="list-style-type: none"> • Clause 3 – Definitions • Clause 29 – Payment of Salaries and Deductions • Clause 41 – Leave Entitlements • Schedule 3(v) – Leave Entitlements (Special Leave)
Staff	For the purposes of this procedure, means a person employed by the University on a continuing or fixed-term basis.
Supervisor	The person who is responsible for the day-to-day supervision of the staff member.

GOVERNANCE

Parent policy	Leave and wellbeing
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> • Types of Leave (All Leave) • Family Violence Support • Pre-natal and Parental Leave • Long Service Leave <p>Procedure forms</p> <ul style="list-style-type: none"> • Application for Leave and Special Leave [Online] • Employee Self Service (ESS)
Legislation mandating compliance	
Category	Operational
Approval	Chief Operating Officer – 18 August 2021
Endorsement	Chief Human Resources Officer – 24 July 2021
Procedure owner	Director, Workplace Relations
Date effective	19 August 2021
Review date	19 August 2024
Version	11
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400