

# CEREMONIAL LEAVE PROCEDURE

## SCOPE

This procedure applies to fixed-term and continuing Monash staff who identify as, and are accepted as members of the Aboriginal and/or Torres Strait Islander community, herein collectively referred to as 'you' for the purpose of this procedure.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

## PROCEDURE STATEMENT

Monash University values the cultural diversity of its workforce and is strongly committed to recognising, valuing and supporting Aboriginal and Torres Strait Islander people and cultures. Monash ('us', 'our', 'we') is committed to enabling staff who identify as Aboriginal and/or Torres Strait Islander in participating in cultural activities and meeting their cultural responsibilities.

This procedure outlines the [leave entitlements](#) available to Aboriginal and/or Torres Strait Islander people to perform cultural duties and fulfil ceremonial obligations.

### 1. Ceremonial leave entitlements

1.1 You are entitled to up to 5 days of paid leave and up to 10 days of unpaid leave per calendar year for the purposes of preparing for or attending to:

- community organisation business;
- NAIDOC Week activities and events; or
- other relevant cultural duties and events and/or fulfilling ceremonial obligations.

1.2 Such cultural duties and ceremonial obligations may be traditional or urban in nature and may include:

- initiation ceremonies;
- birthing and naming ceremonies;
- funeral ceremonies and related "sorry business" activities;
- smoking or cleansing ceremonies; and
- sacred site or land ceremonies.

1.3 Part time staff will receive ceremonial leave entitlements on a pro-rata basis.

### 2. Applying for leave

2.1 To apply for ceremonial leave, you must submit an [Application for Leave and Special Leave \[Online\]](#) form to your supervisor at least 14 days in advance. Ceremonial leave may be approved on shorter notice where there is supporting evidence of exceptional circumstances satisfactory to the University or in cases where 14 days' notice is not possible (e.g. funeral ceremonies).

### 3. Considering requests for leave

3.1 The approval process for ceremonial leave is detailed below:

- Supervisor considers recommending the application for leave; and, if recommended
- Director, HR Business Partnering considers endorsing the application; and, if endorsed
- Pro Vice-Chancellor (Indigenous) considers approving the application.

- 3.2 When assessing applications for ceremonial leave, we may request:
- reasonable evidence of the genuine need for you to be granted time off; and/or
  - further information to determine the nature of the cultural obligation and/or the essential requirement for you to participate.
- 3.3 Whilst it is at our discretion to determine whether time off will be granted, all applications for ceremonial leave will be given fair and proper consideration. Applications will be treated in a culturally sensitive manner, demonstrating respect for the specific cultural obligations associated with Aboriginal and Torres Strait Islander cultures.
- 3.4 If ceremonial leave is not approved, this decision will be supported by clear and justifiable reasons which will be communicated to you as soon as possible by either your supervisor or your HR Business Partner.
- 3.5 Should ceremonial leave not be approved or entitlements are exhausted, you may apply to use another type of leave entitlement where available and applicable.

## 4. Breach of procedure

- 4.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

NAIDOC	National Aboriginal and Torres Strait Islander Observance Committee
Enterprise Agreement	Monash University Enterprise Agreement (Academic and Professional Staff) 2019 <ul style="list-style-type: none"> <li>• <a href="#">Clause 44 - Other Leave</a></li> </ul>
Supervisor	The person who is responsible for the supervision of staff and in most cases this will be the immediate line manager.

## GOVERNANCE

Parent policy	<a href="#">Leave and Wellbeing</a>
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">All leave</a></li> <li>• <a href="#">Annual leave</a></li> <li>• <a href="#">Long service leave</a></li> <li>• <a href="#">Special leave</a></li> </ul> <p>Associated forms</p> <ul style="list-style-type: none"> <li>• <a href="#">Application for Leave and Special Leave [Online]</a></li> </ul>
Legislation mandating compliance	
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