

SICK AND CARER'S LEAVE PROCEDURE

SCOPE

This procedure applies to all fixed-term and continuing staff employed by the University, herein collectively referred to as 'you' for the purpose of this procedure. This procedure does not apply to casual or sessional staff, except regarding unpaid sick leave taken for carer's responsibilities in Australia (refer to [section 102 of the Fair Work Act 2009](#)).

For the purpose of this procedure, references to 'the University' include Monash University Australia, Monash University Malaysia, Monash University Suzhou and Monash University Indonesia, unless indicated otherwise ('us', 'our' or 'we').

For the purpose of this procedure, unless otherwise stated, reference to sick and carer's leave is defined as follows:

- Monash University Australia - Sick and carer's leave;
- Monash University Malaysia - Medical and special leave - child/parent care;
- Monash University Suzhou - Sick leave; and
- Monash University Indonesia - Sick leave.

PROCEDURE STATEMENT

This procedure outlines sick and carer's leave entitlements and the accrual and taking of such leave.

1. Leave entitlements

- 1.1 Where you are employed part-time, you will receive sick leave entitlements on a pro-rata basis.
- 1.2 Leave provided in accordance with this procedure is not paid out on termination of employment from the University.

Monash University Australia

- 1.3 Your sick and carer's leave entitlements are outlined in the relevant [Enterprise Agreement](#).
- 1.4 Subject to the relevant Enterprise Agreement, you are entitled to:
 - Sick leave - when you are unable to perform your duties due to an illness or injury or as a result of menstrual or menopausal reasons causing you to be unfit for work; or
 - Carer's leave - when you are required to provide care to a family member because of illness, injury or unexpected emergency affecting the family member.
- 1.5 You can view your sick leave balance on your payslip or through [ESS](#).

Monash University Malaysia

- 1.6 Your medical and special leave – child/parent care entitlements are outlined in the Standard Benefits available on the [HR Intranet](#) and/or your employment contract.
- 1.7 You are entitled to use:
 - medical leave - when you are unable to perform your duties due to illness or injury; or
 - special leave - child/parent care for the care of children aged 12 years old and below, parents and parents-in-law.

Monash University Suzhou

- 1.8 Your sick leave entitlements are outlined in the staff employment handbook and/or your employment contract.

Monash University Indonesia

- 1.9 Your sick leave entitlements are outlined in the relevant Company Regulations and/or your employment contract.

2. Applying for leave

- 2.1 You must notify your supervisor as soon as possible of any absences from work requiring leave and your expected return to work date.
- 2.2 Immediately following your return to work (or in advance if known), you must apply for leave, including submitting supporting documentation (where applicable) via:
 - [ESS](#) for Monash University Australia and Monash University Malaysia staff;
 - Enterprise Wecom System (or mobile app) for Suzhou staff; or
 - [Application for Leave form](#) for Monash University Indonesia staff.
- 2.3 Monash University Australia and Monash University Malaysia staff can apply to amend or cancel sick leave via [ESS](#).
- 2.4 Monash University Indonesia and Monash University Suzhou staff can apply to amend or cancel sick leave by contacting HR.
- 2.5 All leave applications must align with your working days or the hours listed on your Work Schedule / Change of Fraction form and, where required, include your supporting documentation of illness or carer responsibilities.

If a work schedule is not in place or has changed, before applying for leave, you should:

- Complete a [Work Schedule and Change of Fraction form](#) for Monash University Australia staff;
- Complete a [Change in Employment Fraction form](#) for Monash University Malaysia staff; or
- Contact your supervisor for Monash University Suzhou or Monash University Indonesia staff.

3. Supporting documentation

Monash University Australia

- 3.1 For sick leave absences greater than either three consecutive days (including weekends and public holidays) or six aggregate days in any year of service, you will be required to provide satisfactory evidence of illness or incapacity, as outlined in the relevant Enterprise Agreement. Satisfactory evidence includes a valid medical certificate, a statutory declaration or other evidence deemed satisfactory by us.
- 3.2 For carer's leave, including unpaid carer's leave, you must provide satisfactory evidence on each occasion to support your application.
- 3.3 Your supervisor may request you to provide medical certificates if there are repeated instances of sick leave or where your supervisor has concerns for your health and wellbeing.

Monash University Malaysia

- 3.4 If you are sick for more than one business day, you must submit a medical certificate from a registered medical practitioner to support your leave application.

Monash University Suzhou

- 3.5 For sick leave absences greater than two business days, you must submit an effective certificate issued by a medical institute to support your leave application.

Monash University Indonesia

- 3.6 If you are sick for more than one business day, you must submit a medical certificate from a reputable specialist doctor or general practitioner (in accordance with the relevant Company Regulations and/or your employment contract) to support your leave application.

4. Sick leave accrual (Monash University Australia only)

- 4.1 All paid leave approvals are subject to verification that you have an entitlement to the leave.
- 4.2 Where the period of your illness or incapacity exceeds your sick leave entitlement, we may approve a sick leave entitlement in advance, provided the period will normally be accrued within the period of appointment.
- 4.3 To request for sick leave in advance of accrual, contact the relevant [HR Business Partner](#).
- 4.4 Approval of sick leave in advance of accrual will be subject to approval by the Chief People Officer through the Dean or Executive Director.
- 4.5 Where you have exhausted paid sick leave accruals, you must apply for any unpaid absences in accordance with the Special Leave Procedure.

5. Breach of procedure

- 5.1 The University treats any breach of its policies, procedures and schedules seriously. It encourages 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 policies, procedures and schedules 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

Carer's leave	For Monash University Australia staff, leave taken to care for a family member due to illness, injury or unexpected emergency.
Enterprise Agreement	For staff employed by Monash University Australia, the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 or the Trades and Services staff (Building and Metal Trades staff) 2009 as applicable to the staff member in accordance with their contract of employment.
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.
Family member	<p>For staff employed by Monash University Australia, as outlined in the relevant Enterprise Agreement, this includes immediate family members or household members as:</p> <ul style="list-style-type: none"> • spouse or former spouse • de facto partner or former de facto partner • child • parent • grandparent • grandchild • sibling, or • child, parent, grandparent, grandchild or sibling of the staff member's spouse or de facto partner (or former spouse or de facto partner). <p>This may include step-relations (for example, step-parents and step-children) as well as adoptive relations or any other person with whom the University is satisfied that the staff member has a genuine family relationship.</p>
Special Leave – Child/Parent Care	For Monash University Malaysia staff, special leave taken to care for children aged 12 years old and below, parents and parents-in-law.
Supervisor	A person responsible for staff day-to-day supervision of a staff member, and in most cases, this will be the immediate line manager.
Valid medical certificate	<p>For staff employed by Monash University Australia, a valid medical certificate means a certificate signed by a medical practitioner, which is a person registered, or licensed, as a medical practitioner under a law of a State or Territory that provides for the registration or licensing of medical practitioners. The certificate must meet the Australian Medical Association's Guidelines which includes:</p> <ul style="list-style-type: none"> • name and address of the doctor issuing the certificate; • name of the patient; • date on which the examination took place; • date on which the certificate was issued; and • date(s) on which the patient is or was unfit for attendance.
Year of service	<p>For staff employed by Monash University Australia means:</p> <ul style="list-style-type: none"> • year of service completed since a staff member's commencement of employment; or • year of service completed since the completion of the preceding year of service <p>subject to clauses 38.6 and 38.7 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019.</p>

GOVERNANCE

Parent policy	Leave and wellbeing
Supporting procedures	N/A
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> • Types of Leave - All Leave • Annual Leave • Long Service Leave <p>Procedure forms</p> <ul style="list-style-type: none"> • ESS (Monash University Australia and Monash University Malaysia) • Application for Leave and Special Leave [Online] (Monash University Australia) • Application for Leave form (Monash University Indonesia)
Related legislation	<p>Australian Legislation</p> <ul style="list-style-type: none"> • Fair Work Act 2009 <p>Malaysian Legislation</p> <ul style="list-style-type: none"> • Employment Act 1955
Category	Operational
Approval	Chief Operating Officer 2 March 2023
Endorsement	Chief Human Resources Officer 28 February 2023
Procedure owner	Director, Workplace Relations
Date effective	4 March 2023
Review date	4 March 2026
Version	9.2 (administrative amendments effective on 2 March 2024)
Content enquiries	<ul style="list-style-type: none"> • Monash University Australia and Monash University Indonesia: ask.monash or phone Monash HR on +61 3 990 20400 • Monash University Malaysia: Access MUM HR