SCOPE
This procedure is applicable to fixed-term and continuing academic, professional and trades and services staff of the University, herein collectively referred to as ‘you’ for the purpose of this procedure.

This procedure does not apply to unpaid adjunct appointees or honorary appointees, nor to casual or sessional staff except regarding unpaid sick leave taken for carer’s responsibilities (refer section 102 of the Fair Work Act 2009).

PROCEDURE STATEMENT
Staff of the University accrue sick and carer’s leave entitlements in accordance with the relevant Enterprise Agreement. This procedure specifically relates to sick and carer’s leave entitlements and the accrual and taking of such leave at Monash University (‘us’, ‘our’ or ‘we’).

1. Sick and carer’s leave
1.1 Subject to the relevant Enterprise Agreement, you are entitled to sick and carer’s leave:
   • when you are unable to perform your duties due to an illness or injury; or
   • to use sick leave credits where you are required to provide care to a family member who requires your care because of illness, injury or unexpected emergency affecting the family member.

2. Sick leave entitlements
2.1 Your sick leave entitlements are outlined in the relevant Enterprise Agreement. The applicable Enterprise Agreement clauses are:

<table>
<thead>
<tr>
<th>Academic and professional staff</th>
<th>Trades and services staff</th>
<th>Monash University Enterprise Agreement (Trades and Services Staff – Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clause 16 – Mode of Employment</td>
<td>Clause 17 – Casual Employment</td>
<td></td>
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<tr>
<td>Clause 34 – Definitions and General Conditions</td>
<td>Clause 18 – Fixed-Term Employment</td>
<td></td>
</tr>
<tr>
<td>Clause 37 – Sick and Carer’s Leave</td>
<td>Schedule 3 (b) – Leave Entitlements: Personal Leave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schedule 6, 3 – Application of Leave: Application of Personal (Formerly Sick) Leave</td>
<td></td>
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</tbody>
</table>

2.2 Where you are employed on a part-time basis, you will receive sick leave entitlements on a pro-rata basis and will take leave at your fraction of employment as at the commencement of the leave period.

3. Sick leave balance
3.1 Sick leave balances can be viewed through Employee Self Service (ESS).
4. **How to apply for sick or carer’s leave**

4.1 You must notify your supervisor as soon as possible that you will be absent from work taking sick or carer’s leave and the anticipated time you expect to be away from work.

4.2 Immediately following your return to work (or in advance if known), you must apply for sick or carer’s leave via ESS. In exceptional circumstances where there is no online facility available, an Application for Leave form can be submitted to your supervisor for approval, and then forwarded to hr@monash.edu or to Monash HR, Monash University VIC 3800.

4.3 It is your responsibility to ensure that where evidence is required to support an application for leave (such as a medical certificate), this is attached by you via ESS. If you have no access to ESS, the evidence must be provided to your supervisor as an email PDF attachment or in a hard copy. Your supervisor must retain a copy of the evidence provided by you.

4.4 All approvals are subject to verification that you have an entitlement to the claimed leave, and that the leave is in accordance with the entitlements in the relevant Enterprise Agreement.

4.5 If you are a part-time staff member, you must ensure that the specified sick leave days that you apply for are the same as those listed in your work schedule. If a work schedule is not in place or has changed, an updated schedule should be submitted to hr@monash.edu. Work schedules are available via the Monash HR staff forms website.

4.6 The amendment or cancellation of an application for sick or carer's leave is to be processed through ESS.

5. **Proof of illness for sick and carer’s leave**

5.1 For sick leave absences in excess of 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.

5.2 For carer's leave including unpaid carer's leave, you must on each occasion provide satisfactory evidence of the need to be absent from work on carer's leave.

5.3 Satisfactory evidence is a valid medical certificate, a statutory declaration or other evidence deemed satisfactory by us. 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.

6. **Sick leave in advance**

6.1 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. Approval of sick leave in advance of credit will be subject to approval by the Chief Human Resources Officer through the Dean or equivalent.

7. **Interaction of sick and carer’s leave with other forms of leave**

7.1 The following clauses in the our enterprise agreements explain the interaction of sick and carer’s leave taken with annual leave and long service leave.

<table>
<thead>
<tr>
<th>Academic and professional staff</th>
<th>Trades and services staff</th>
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</thead>
<tbody>
<tr>
<td>Monash University Enterprise Agreement (Academic and Professional Staff) 2014</td>
<td>Monash University Enterprise Agreement (Trades and Services Staff – Building and Metal Trades Staff) 2009</td>
</tr>
<tr>
<td>• Clause 37.4 (Sick Leave)</td>
<td>• Schedule 6, section 3 – Application of Personal (Formerly Sick) Leave</td>
</tr>
<tr>
<td>• Clause 37.9 (Carer’s leave)</td>
<td>• Schedule 5, section 4 – Sick Leave</td>
</tr>
</tbody>
</table>

8. **Sick leave on resignation and termination**

8.1 Sick leave is not paid out on termination of employment from the University.

9. **Breach of procedure**

9.1 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

<table>
<thead>
<tr>
<th>Carer’s Leave</th>
<th>Leave taken to provide care to a family member who requires the staff member’s care because of illness, injury or unexpected emergency affecting the family member.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESS</td>
<td>An online Employee Self Service system which provides staff with easy and private access to personal and current employment information held by the University.</td>
</tr>
<tr>
<td>Family member</td>
<td>Either:</td>
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<td></td>
<td>- a member of the staff member’s household; or</td>
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<tr>
<td></td>
<td>- a member of the staff member’s immediate family which includes spouse, child, parent, grandparent, grandchild, sibling or any other person with whom the University is satisfied that the staff member has a genuine family relationship.</td>
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<tr>
<td>Relevant Enterprise Agreement</td>
<td>The relevant Enterprise Agreement that applies to a particular staff member.</td>
</tr>
<tr>
<td></td>
<td>Monash University Enterprise Agreement (Academic and Professional Staff) 2014</td>
</tr>
<tr>
<td></td>
<td>Monash University Enterprise Agreement (Trades &amp; Services Staff- Building &amp; Metal Trades Staff) 2009</td>
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<td></td>
<td>Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005</td>
</tr>
<tr>
<td>Staff</td>
<td>For the purposes of this procedure, means a person employed by the University on a continuing or fixed-term basis or, in respect of unpaid sick leave taken for carer’s responsibilities, on a casual/sessional basis.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>The person who is responsible for the supervision of staff and in most cases this will be the immediate line manager.</td>
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<tr>
<td>Valid medical certificate</td>
<td>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:</td>
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<td></td>
<td>- name and address of the doctor issuing the certificate;</td>
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<td></td>
<td>- name of the patient;</td>
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<tr>
<td></td>
<td>- date on which the examination took place;</td>
</tr>
<tr>
<td></td>
<td>- date on which the certificate was issued;</td>
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<td></td>
<td>- date(s) on which the patient is or was unfit for attendance.</td>
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</tbody>
</table>

GOVERNANCE

<table>
<thead>
<tr>
<th>Parent policy</th>
<th>Leave and wellbeing</th>
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<tbody>
<tr>
<td>Supporting schedules</td>
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<tr>
<td>Associated procedures</td>
<td>Types of Leave (All)</td>
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<tr>
<td>Procedure forms</td>
<td>Application online via ESS</td>
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<td></td>
<td>Application for Leave (if no access to ESS)</td>
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<tr>
<td>Legislation mandating compliance</td>
<td>Fair Work Act 2009</td>
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<tr>
<td>Category</td>
<td>Human Resources</td>
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<tr>
<td>Approval</td>
<td>Chief Human Resources Officer as delegate of the Chief Operating Officer - 25 May 2018</td>
</tr>
<tr>
<td>Endorsement</td>
<td>Director, Workplace Relations - 25 May 2018</td>
</tr>
<tr>
<td>Procedure owner</td>
<td>Director, Workplace Relations</td>
</tr>
<tr>
<td>Date effective</td>
<td>24 October 2018</td>
</tr>
<tr>
<td>Review date</td>
<td>25 May 2021</td>
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<tr>
<td>Version</td>
<td>7</td>
</tr>
<tr>
<td>Content enquiries</td>
<td>ask.monash or phone Monash HR on (03) 990 20400</td>
</tr>
</tbody>
</table>