



Personal Leave

Personal leave is provided for under the [ANU Enterprise Agreement](#), legislation, and the ANU Staff Leave policy.

Eligibility for Personal Leave

Fulltime continuing, continuing (contingent funded), and fixed term staff (over six months) are entitled to 20 days of personal leave per annum, for the first three years of service. After the third year of service, this increases to 25 days per annum.

Fixed-term staff (under six months) are entitled to 10 days, on appointment.

Part-time staff accrue personal leave on a pro-rata basis (cumulative).

Casual staff are not entitled to personal leave, other than provided under the Fair Work Act 2009.

Personal Leave categories

- **Sick leave** – for staff members to use if they are recovering from personal illness or injury
- **Carer's leave** – for staff members to care for an immediate family member, or a member of the staff member's household who requires care or support because of:
 - Personal illness or injury
 - Personal incapacity
 - An unexpected emergency affecting the staff member
 - To provide related care for a medical condition, subject to a medical certificate
- **Bereavement leave** – for an immediate family member
- **Cultural leave** – for the purposes of attending essential religious or cultural obligations, associated with the staff member's particular religious faith, culture or tradition
- **Antenatal leave** – for the purpose of attending appointment associated with antenatal care, surrogacy, pre-adoption or permanent placement, subject to the provision of relevant evidence
- **Other compassionate grounds** – as approved by the Director, Human Resources

What does immediate family member mean?

For the purpose of personal leave the term 'immediate family member' means:

- The staff member's partner including spouse, de facto, and same sex partner
- Child, including foster child and/or the child of the staff member's partner
- Parent including parent of the staff member's partner
- Sibling including sibling of the staff member's partner
- Grandparent
- Grandchild

What notice and information is required?

Where the leave is sudden or unexpected due to sick or carers leave requirements, all staff must contact their supervisor as soon as practicable to advise their inability to attend work and provide the reason(s) and anticipated period of absence.

Where the personal leave is in the future due to ongoing medical conditions and appointments, all staff are encouraged to discuss this with their supervisor, with as much notice as practicable.

Request for cultural leave would normally be submitted at least four (4) weeks prior to the requested leave.

Supporting documentation

A medical certificate (or other appropriate evidence) is required for absences in excess of three (3) consecutive working days and must be provided to the staff member's immediate supervisor before or after the personal leave has started.

In cases of ongoing illness, a staff member may discuss and agree with a supervisor on the evidence required.

FAQs

If my child is unable to go to their regular school or care arrangements, can I access carer's leave?

If your child is unwell with a personal illness or injury, you are able to utilise carer's leave.

Carer's leave cannot be used for the purposes of providing normal or routine childcare arrangements.

When can my supervisor request a medical certificate?

Medical certificates (or other appropriate evidence) is required for absences in excess of three (3) consecutive working days.

Your supervisor may also require a medical certificate for any future absences, where considered this is warranted.

Can I access personal leave on half pay?

Where reasonable circumstances exist, your supervisor may approve you taking part of your personal leave entitlement on a half pay basis.

What if I run out of personal leave balances?

A seriously ill staff member who has used all of their personal leave credits and who is suffering substantial hardship may apply to the Director – Human Resources for consideration of additional ex-gratia leave assistance during the illness.

COVID-19 specific FAQs

What leave do I access if I:

- 1. am required to self-isolate as directed by a relevant health jurisdiction, for example due to returned travel or close contact with a confirmed COVID-19; or**
- 2. have a confirmed COVID-19 diagnosis; or**
- 3. am awaiting test results for suspected COVID-19**

If you are not presenting with symptoms and still wish to work from home, the University will support this.

If you are unwell or unable to work from home during this 14-day period, the University will support your requirement to self-isolate with ex-gratia leave. Please contact CommunityWellbeing@anu.edu.au who will arrange approval of this leave.

I have returned from a period of University approved travel, and the Australia Government requires me to self-isolate for 14 days, what leave do I access?

If you are not presenting with symptoms and still wish to work from home, the University will support this.

If you are unwell or unable to work from home during this 14-day period, the University will support your requirement to self-isolate with ex-gratia leave. Please contact CommunityWellbeing@anu.edu.au who will arrange approval of this leave.

I have returned from a period of personal travel, and the Australia Government requires me to self-isolate for 14 days, what leave do I access?

Effective 26 March 2020, and until further notice, the University requires all non-essential University staff members to work from home. The University is providing flexible working arrangements to support this, including flexibility in working hours, to support an individual staff member's current situation. You are able to continue to work from home during this self-isolation period, and are not entitled to ex-gratia leave.

Members of my household, or I, are immunosuppressed or in a high risk category. What leave do I use?

Effective 26 March 2020, and until further notice, the University requires all non-essential University staff members to work from home. The University is providing flexible working arrangements to support this,

including flexibility in working hours, to support an individual staff member's current situation.

To support staff who have caring responsibilities, staff members will continue to be paid their full-time hours if they can work at least 70% of their work hours from home. For a full-time staff member, this means that if they can work 25 hours over the course of the week, they will continue to be paid 35 hours per week.

Staff members unable to work at least 70% of their normal work hours will be required to take accrued annual or long service leave for the time they are unable to work from home. E.g. a full-time staff member who is only able to work 20 hours over the course of the week, will be required to take 15 hours of accrued annual or long service leave. Staff are encouraged to discuss this with their supervisor, to ensure any caring responsibilities can be managed through an adjusted work pattern.

Staff members may be eligible to request up to 14 days ex gratia leave if they are unable to undertake any work from home.

Staff members caring for a child or parent with a confirmed COVID-19 diagnosis will be able to access personal carers leave consistent with the University Personal Leave procedure.

My child's school or day care has closed, can I use personal leave to care for them?

Effective 26 March 2020, the University requires all non-essential University staff to work from home, and have flexibility in working hours, to support their current situation.

To support staff who have caring responsibilities, staff members will continue to be paid their full-time hours if they can work at least 70% of their work hours from home.

Staff members unable to work at least 70% of their work hours will be required to take accrued annual or long service leave for the time they are unable to work from home, however are encouraged to discuss this with their supervisor, to ensure any caring responsibilities can be managed through an adjusted work pattern.

Carer's leave is only able to be used to provide care for an unwell or injured immediate family member and cannot be used for the purposes of providing care outside of these situations.

I am unwell, but it is not related to COVID-19, what leave do I access?

Where a staff member is unwell and it is unrelated to COVID-19, normal personal leave provisions apply, in accordance with the Personal Leave procedure.