

Name of Policy	Extraordinary Leave Policy
Description of Policy	This policy covers the provision of Extraordinary Leave for academic and Professional Staff at ACU.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/>
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
Description of Revision	

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	3 December 2007
Effective Date	3 December 2007
Date of Last Revision	1 April 2014
Effective Date of Last Revision	1 April 2014
Date of Policy Review*	

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	
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1. Background Information

This policy has been developed in support of the provisions for Extraordinary Leave for academic and Professional Staff at ACU.

2. Policy Statement

Where a staff member has exhausted all paid leave entitlements, and because of extraordinary circumstances, requires further paid leave, the University may grant such further paid leave as the University decides is warranted. Extraordinary Leave will not normally be granted where other leave types are available, unless otherwise determined by the University.

3. Policy Purpose

This policy informs staff members of the provisions with respect to Extraordinary Leave and its application at ACU.

4. Application of Policy

This policy applies to all continuing and fixed-term staff of the University.

5. Procedures

Staff who have exhausted all of their existing paid leave entitlement and who wish to apply for extraordinary leave must apply using normal leave application processes. A staff member may discuss their need with their nominated supervisor and attach a note providing further information in support of the application.

Information on delegated offices for leave approvals is available in the ACU Delegations of Authority Policy and Register.

6. Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).