

<b>Name of Policy</b>	<b>Community Service Leave Policy</b>
<b>Description of Policy</b>	This policy sets out the Community Service Leave provisions for staff at ACU.
<b>Policy applies to</b>	<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
<b>Policy Status</b>	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy

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

<b>Approval Date</b>	November 2005
<b>Effective Date</b>	November 2005
<b>Date of Last Revision</b>	6 August 2012
<b>Effective Date of Last Revision</b>	6 August 2012
<b>Date of Policy Review*</b>	August 2019

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

<b>Related Policies, Procedures, Guidelines and Local Protocols</b>	Australian Defence Force Reserves Leave Policy Leave Without Pay Policy Long Service Leave Policy Recreation Leave Policy Trade Union Training Leave Policy
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## 1. Background Information

This policy has been developed in support of the provision for Community Service Leave for staff at ACU.

## 2. Policy Statement

The University recognises that from time to time staff may be involved in community activities as outlined in this policy, and the University provides staff with paid leave to participate in these activities.

## 3. Policy Purpose

This policy informs staff members of their entitlement to Community Service Leave and its application at ACU.

## 4. Application of Policy

- 4.1** This policy applies to all continuing and fixed term staff of the University. Staff members engaged for a specific fraction of a full-time appointment are entitled to the amount of leave available on a pro-rata basis relative to that staff member's fraction of employment.

Community Service leave encompasses leave for community duties including:

- jury service;
- court appearances (where the staff member has been subpoenaed to appear as a witness for the Crown);
- fire fighting and emergency assistance;
- volunteer in a Governmental declared State of Emergency;
- leave to contest elections;
- blood donation;
- attendance at arbitration proceedings; and
- community service contributions including representation at major cultural, social and sporting events.

- 4.2** A staff member is entitled to access up to five days per annum of Community Service leave, when the activity falls on the staff member's normal day of work. Community Service Leave is not cumulative.

- 4.3** Where a staff member provides appropriate documentation, Community Service leave for a period or periods greater than five days per annum may be approved in certain circumstances. The merits of the proposed community service will be taken into consideration, as will the requirements of the University.

- 4.4** A staff member who is a member of any voluntary organisation called upon by the Government or a competent authority under a State Disaster Plan to assist in fire fighting or other forms of emergency assistance (including auxiliary operations)

shall be entitled to leave on full pay for the duration of the participation by the staff member, provided that the services of the staff member are actually required by the voluntary organisation or other recognised authority concerned, and this can be confirmed in writing if required.

- 4.5** A staff member granted Community Service leave to attend an emergency service activity, is also entitled to a further one day of paid leave on completion of the service for the purpose of recovering from such activity.
- 4.6** A staff member who receives a payment in relation to any activity for which Community Service leave has been granted will forward this payment to the University. In such circumstances the staff member may retain any out-of-pocket expenses associated with travel and subsistence.
- 4.7** If Community Service Leave is taken during a period of authorised paid leave (e.g. Annual, Long Service Leave), the period of authorised leave in question will be re-credited to the staff member subject to the University being furnished with evidence of Community Service.

## 5. Approvals

An application for Community Service leave is submitted for approval by the appropriate delegated officer. Information on delegated officers for leave approvals is available in the *Delegations of Authority Policy and Register*.

## 6. Procedures

A staff member must submit an application for Community Service Leave using the Staff Connect facility and indicating the type of Community Service leave requested. Supporting documentation such as a jury or court summons, a statement from the relevant emergency authority or other relevant documentation must be included with the leave application for the supervisor to check and approve.

If approved, the nominated supervisor will approve the leave request via Staff Connect, which will workflow to Human Resources. If not approved, the nominated supervisor must advise the staff member of the decision.

## 7. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
21 November 2018	Editorial	Updated to include new ACU brand template and Service Central update for further assistance.

The University may make changes to this policy from time to time to assist statutory compliance and or 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.

## **8. 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](#).