

<b>Name of Policy</b>	<b>Trade Union Training Leave Policy</b>
<b>Description of Policy</b>	This policy covers the provision of Trade Union Training Leave for academic and Professional 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 checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy

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

<b>Approval Date</b>	August 2012
<b>Effective Date</b>	August 2012
<b>Approval date of Last Revision</b>	4 April 2019
<b>Effective Date of Last Revision</b>	4 April 2019
<b>Date of Policy Review*</b>	1 July 2021

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

<b>Related legislation, policies, procedures, guidelines and local protocols</b>	Community Service Leave Policy Participation of Staff in Employment Related Committees Policy
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### 1. Background Information

This policy has been developed in support of the provision for Trade Union Training Leave for staff at ACU.

### 2. Policy Statement

The University recognises that from time to time staff may be involved in undertaking trade union training, development and other educative activities related to their role as authorised union delegates, and provides staff with leave to participate in these activities as outlined in this policy.

### 3. Policy Purpose

This policy informs staff members of their entitlement to Trade Union Training 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 whose conditions of employment are covered by *the Australian Catholic University Staff Enterprise Agreement 2017 - 2021* (the **Agreement**). Staff engaged for a specific fraction of a full-time appointment shall be entitled to the amount of leave available on a pro-rata basis relative to that staff member's fraction of employment.

Trade Union Training leave encompasses leave for authorised union delegates to undertake the following activities, namely Trade Union:

- training
- development, and/or
- related educative activities.

- 4.2 A staff member who is an authorised union delegate is entitled to access up to seven (7) days each calendar year of paid Trade Union Training leave when the activity falls on the staff member's normal day of work. Trade Union Training leave is not cumulative.
- 4.3 Trade Union Training leave is additional to a staff member's entitlement to Community Service leave. Staff members who are authorised union delegates may also apply for developmental opportunities in accordance with the provisions of section 4 of the Agreement.
- 4.4 The granting of Trade Union Training leave is subject to the normal provisions relating to the granting of leave. In particular, Trade Union Training leave will only be granted to authorised union delegates where such leave is mutually convenient to the University and the staff member concerned.

## 5. Approvals

An application for Trade Union Training leave is submitted for approval to 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 their application for Trade Union Training leave via Staff Connect. Supporting documentation in the form of a statement from either the Community and Public Sector Union or the National Tertiary Education Union, as appropriate, must be included in the leave application to support the application. The statement must indicate, at a minimum, that the staff member is an authorised union

delegate, the type of training, development or other related educative activity involved as well as the date, time and place such activity is to be undertaken.

If approved, the nominated supervisor will approve the leave request in Staff Connect. 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
23 July 2018	Editorial	Update ACU brand template and change to procedural wording for submitting leave application via Staff Connect.
4 April 2019	Editorial	Updated to include reference to Australian Catholic University Staff Enterprise Agreement 2017 – 2021.

The University may make changes to this policy 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.

## 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](#).