

Name of Policy	Living Organ Donors Leave Policy
Description of Policy	This Policy has been developed to incorporate the Australian Government's two year pilot in the provision of paid leave for living organ donors 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 checked="" type="checkbox"/> Revision of Existing Policy

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

Approval Date	21 August 2013
Effective Date	21 August 2013
Date of Last Revision	20 February 2017
Effective Date of Last Revision	20 February 2017
Date of Policy Review*	30 June 2017

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

Related Legislation, Policies, Procedures, Guidelines and Local Protocols	Extraordinary Leave Policy
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1. Background

The Australian Government's Living Organ Donors Program (the Program) is currently managed by the Department of Health and provides payment to employers to support staff members who intend to donate either a kidney or a partial liver. The program is expected to continue until 30 June 2017.

This policy has been developed to support the provision of living organ donors leave for staff of the University.

2. Policy Statement

ACU participates in the Program by providing leave to eligible staff members who intend to donate either a kidney or a partial liver. Participation in the Program is aligned with the Mission and values of the University specifically with regard to the commitment to the dignity of the human person and the common good.

3. Purpose

This policy informs staff members of their entitlements to Living Organ Donor Leave and its application at ACU.

4. Application of Policy

This policy applies to all continuing, fixed term and casual staff of the University. It covers leave for medical appointments prior to the organ donation surgery, the surgery itself and the recuperation period for up to nine weeks.

5. Eligibility

Staff members are eligible for paid living organ donor leave if they have been employed on a full-time or part-time basis for 28 continuous days prior (56 days prior for casual staff members) to either signing the Individual Registration form or the date of the surgery (which ever was first) with the Department of Health.

6. Entitlement

- 6.1** Staff members who are living organ donors are entitled up to nine weeks paid leave at the staff member's ordinary salary rate or fraction paid fortnightly. Ordinary salary for a casual staff member will be calculated by averaging their weekly hours worked over 8 weeks, or 56 days, prior to signing the Individual Registration Form or surgery date (whichever was first).
- 6.2** The leave will be provided as extraordinary leave and will not impact on the staff member's personal leave entitlements.
- 6.3** The payment under the Living Organ Donors program will be made by the Department of Health to the University.

7. Responsibilities

7.1 Staff Member

The staff member is responsible for:

- 7.1.1** Discussing their intention to become a living organ donor at the earliest opportunity with their nominated supervisor to allow effective planning to take place,
- 7.1.2** Submitting the "Supporting leave for Living Organ Donors Individual Registration" form to Human Resources Advisory Service (HRAS) for completion of Part B (Employer details) within required timeline,
- 7.1.3** Sending the completed "Supporting leave for Living Organ Donors Individual Registration" form to the Department of Health, and lodging the Individual Claim form on their return to work after the organ donation procedure is completed, and
- 7.1.4** Completing the required leave application form and submitting it to the nominated supervisor for approval within appropriate timelines.

7.2 Supervisor

The Supervisor is responsible for:

- 7.2.1** Participating in the initial discussion with the staff member regarding their intent to become a living organ donor and offering support to the staff

member throughout the process, including follow up after their return to work,

- 7.2.2 Verification of the staff member's eligibility as detailed in Section 5 of this policy and approval of the staff member's leave requests that are covered by this policy, and
- 7.2.3 Ensuring that the staff member has completed and sent required forms to the Department of Health within appropriate timelines.

8. Approvals

An application for Living Organ Donor 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.

9. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
20 February 2017	Major and Minor	Updated to reflect changes introduced in 2015 to the Australian Government's program and minor administrative changes.

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.

10. 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](#).