

Name of Policy	Senior Executive, Executive and Senior Management Leave and Associated Arrangements Policy
Description of Policy	This policy covers the arrangements for the taking of leave and higher duties of Senior Executive, Executive and Senior Management Staff
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>)
	<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	February 2013
Effective Date	February 2013
Approval Date of Last Revision	31 January 2019
Effective Date of Last Revision	31 January 2019
Date of Policy Review*	31 January 2022

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

Related legislation, policies, procedures, guidelines and local protocols	Senior Executive, Executive and Senior Management Remuneration and Position Title Policy
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Table of Contents

1. Policy Purpose.....	2
2. Scope of Policy.....	2
3. Policy Statement.....	2
4. Acting Assignments.....	2
5. Acting Salary Arrangements.....	3
6. Governance and University Delegations.....	3
7. University Notification of Absence and Delegations.....	3
8. Revisions made to this Policy.....	4
9. Further Assistance.....	4

1. Policy Purpose

This policy assists Senior Executive, Executive and Senior Management Staff to manage periods of their leave of any duration and of any type, including international university business, and the associated arrangements to ensure the effective and seamless administration, good management, and governance of the University and its organisational units.

2. Scope of Policy

This policy applies to staff employed by the University under either an Executive Employment Agreement or a Senior Management Employment Agreement.

3. Policy Statement

In approving periods of Senior Executive, Executive or Senior Management leave of any type, it is the expectation of the University that the staff member prior to commencing leave has notified their nominated supervisor and made suitable arrangements including a handover with the acting assignee to ensure the operations and the good management of the University can continue in their absence.

4. Acting Assignments

Where a staff member is proceeding on leave or is attending to internal University business or at an international conference, of any duration with the approval of the University, consideration must be given to the nature and type of coverage to exist in their absence. This consideration must occur in discussion with their nominated supervisor.

5. Acting Salary Arrangements

Where a Senior Executive, Executive or Senior Management staff member acts in a higher-level position, either on full or partial duties, they will be eligible for an acting salary where the period exceeds twenty (20) working days, including public holidays.

Where a staff member employed under the ACU Staff Enterprise Agreement 2017 – 2021 will be performing a Senior Management acting assignment, the staff member will be eligible for an acting salary for the period consistent with the provisions of the ACU Staff Enterprise Agreement 2017 - 2021.

The applicable allowance in each case of an acting assignment of the staff member is discussed by the nominated supervisor with the Director, Human Resources.

6. Governance and University Delegations

Certain Senior Executive, Executive and Senior Management positions carry governance and university delegations either assigned to the position or as a result of holding accreditations which will need to be assigned accordingly, ie the role of Company Secretary. This may mean that, dependent on requirements, a delegation may not always be performed by the acting assignee where they do not hold the relevant accreditations.

The assignment of who performs which delegations must be discussed with their nominated supervisor and allocated and, where necessary, the Vice-Chancellor and President must be informed of the nominated assignee and whom will undertake the relevant governance and university delegations.

7. University Notification of Absence and Delegations

Senior Executive staff are expected to advise the whole University via email of their absence and who is the acting assignee. Executive staff need to advise relevant staff of the University, including the Executive Planning Group, via email of their absence and who is the acting assignee. This may include advice of relevant delegations which are outside the norm.

The notification to the wider University should normally occur 1 (one) week prior to the staff member proceeding on leave.

8. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
30 March 2017	Major	Policy revised to reflect the University's updated Management Levels.
31 January 2019	Editorial	<ul style="list-style-type: none">• Item 7: <i>University Notification of Absence and Delegations</i> information updated for Executive staff.• Updated to include reference to Australian Catholic University Staff Enterprise Agreement 2017 – 2021.• New ACU branding and policy template.• HR contact details now include Service Central.

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 the Director, Human Resources.

9. Further Assistance

Any staff member who requires assistance in understanding these guidelines 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](#).