

Name of Policy	Compassionate Leave Policy
Description of Policy	This policy sets out the Compassionate Leave provisions for staff at ACU.
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 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	
Date of Policy Review*	December 2018

* 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 provision for Compassionate Leave for all staff at ACU.

2. Policy Statement

Compassionate Leave is designed to enable a staff member to take leave when she or he needs to spend time with a person who is a member of her/his immediate family or household or a relative, because that person has a personal illness, or injury that poses a serious threat to their life. Compassionate Leave is also designed to enable a staff member to deal with the circumstances following the death of a member of their immediate family or household or a relative.

3. Policy Purpose

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

4. Application of Policy

A staff member may take up to 2 days paid Compassionate Leave on each occasion when any of the following circumstances apply:

When a member of the staff member's

- immediate family, or
- a relative, or
- a member of the staff member's household

contracts or develops a personal illness, or sustains a personal injury, that poses a serious threat to his or her life, or:

- the member of the immediate family or household or the relative dies.

5. Approvals

An application for Compassionate Leave must be submitted for approval by the appropriate delegated officer. Information on delegated officers for leave approvals is located in the Delegations of Authority Policy and Register.

6. Procedures

- 6.1 A staff member who is absent from work due to the personal illness or injury or death of a member of her/his immediate family or household or a relative; will normally make contact with her/his nominated supervisor at the earliest opportunity to advise the nominated supervisor of her/his absence from work. If the staff member fails to make contact, the nominated supervisor will make arrangements to contact the staff member as set out in the University's Policy for Abandonment of Employment.

- 6.2 All staff are required to promptly complete and submit a leave application in respect of any absence on Compassionate Leave.
- 6.3 Prior to approving the application for leave, the University may require the staff member to produce appropriate evidence of the injury, illness, emergency or death. Such evidence may include but is not limited to a:
- letter from a registered health practitioner;
 - letter from an authorised officer of a Hospital;
 - published funeral notice; or
 - copy of a death certificate.

A statutory declaration may also be provided.

7. Policy Review

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](#).