<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Compassionate Leave Policy</th>
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<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy sets out the Compassionate Leave provisions for staff at ACU.</td>
</tr>
<tr>
<td>Policy applies to</td>
<td>☒ University-wide</td>
</tr>
<tr>
<td></td>
<td>☐ Specific (outline location, campus, organisational unit etc.)</td>
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<tr>
<td></td>
<td>☒ Staff Only</td>
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<td>☐ Students Only</td>
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<td>☐ Staff and Students</td>
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<tr>
<td>Policy Status</td>
<td>☐ New Policy</td>
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<tr>
<td></td>
<td>☐ Revision of Existing Policy</td>
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<tr>
<td>Description of Revision</td>
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**Approval Authority**  
Vice-Chancellor and President

**Governing Authority**  
Chief Operating Officer

**Responsible Officer**  
Director, Human Resources

<table>
<thead>
<tr>
<th>Approval Date</th>
<th>3 December 2007</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>3 December 2007</td>
</tr>
<tr>
<td>Date of Last Revision</td>
<td></td>
</tr>
<tr>
<td>Date of Policy Review*</td>
<td>December 2018</td>
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* Unless otherwise indicated, this policy will still apply beyond the review date.

**Related Policies, Procedures, Guidelines and Local Protocols**

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Note: The table and text include details of the Compassionate Leave Policy at ACU, including its scope, applicability, status, and key approvals.
# Table of Contents

1. Background Information .................................................................................................................................... 3  
2. Policy Statement ............................................................................................................................................... 3  
3. Policy Purpose .................................................................................................................................................. 3  
4. Application of Policy .......................................................................................................................................... 3  
5. Approvals .......................................................................................................................................................... 3  
6. Procedures ....................................................................................................................................................... 3  
7. Policy Review .................................................................................................................................................... 4  
8. Further Assistance ............................................................................................................................................ 4
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.