

## **Policy Redesign Project**

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

## **Academic Staff Absences**

<b>Establishment:</b>	Council, 16 December 1985
<b>Last Amended:</b>	Deputy Vice-Chancellor (Academic), 10 June 2016
<b>Nature of Amendment:</b>	Areas of academic activity - terminology updated and number reduced to three (1.1 and 1.2)
<b>Date Last Reviewed:</b>	February 2016
<b>Responsible Officer:</b>	Director, Human Resources

## **Policy and Procedures**

### **1. General Principles**

It is acknowledged that the nature of academic work allows some flexibility as to the location where the work is carried out. Notwithstanding this, academic staff are expected to be available at their designated workplace for reasonable periods of time. The following principles apply where academic staff are away from their workplace:

#### **1.1 Nature of Work**

Unless other arrangements have been approved, academic staff will be assumed to be engaged in Teaching, Research and Creative Activity, and University, Professional and Community Service.

#### **1.2 Availability**

Academic staff must make themselves available for student contact, and for carrying out such other responsibilities with respect to the three areas of academic activity specified in 1.1 as agreed with the Dean of the School.

#### **1.3 Contact details**

Staff working away from their designated workplace are still considered to be on duty and must be contactable, i.e. contact details must be provided to the appropriate administrative office.

#### **1.4 Negotiation of planned leave**

Academic staff, other than casual staff, must negotiate all planned leave with the supervisor a minimum of two weeks in advance. Arrangements whereby staff regularly work away from their designated workplace must be negotiated semester-by-semester with the supervisor.

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### 1.5 Authorisation and record keeping

Supervisors must ensure that all absences for annual recreation leave, long service leave and personal/carer's and compassionate leave are booked and approved on the Employee Self Service (ESS) and that any other absences are appropriately authorised and documented locally.

### 1.6 Compliance with policies and procedures

Staff working away from their designated workplace are required to comply with University policies and procedures.

## 2. Scope

This policy applies to all members of the academic staff of the University with the exception of casual staff, irrespective of workplace location and nature of duties undertaken.

## 3. Types of Absences

### 3.1 Outside Studies

Absence for the purpose of undertaking an Outside Studies Program is available in accordance with the rules of the University's [Outside Studies Scheme](#).

### 3.2 Conferences

A supervisor may approve a period of absence of up to two weeks for the primary purpose of attending a conference. Staff seeking financial support to attend overseas conferences should refer to the rules of the University's [Overseas Conference Scheme](#). Absence in excess of two weeks for attending a conference is regarded as Outside Studies and appropriate application must be made under this scheme.

### 3.3 Fieldwork

**3.3.1 Definition** Fieldwork is the carrying out of work which can only be undertaken at a specific place and which can be demonstrated to be essential to the staff member's research or teaching.

**3.3.2 Duration** The length of an absence to undertake fieldwork is at the discretion of the supervisor, taking into account the nature of the work being undertaken as well as the staff member's responsibilities at the University.

### 3.4 Annual Recreation Leave

Entitlement and conditions for annual recreation leave are as specified in the prevailing *Flinders University Enterprise Agreement* (clause A26) and related policy and procedures.

### 3.5 Personal/carer's and compassionate leave

Entitlement and conditions for personal/carer's and compassionate leave are as specified in the prevailing *Flinders University Enterprise Agreement* (clause A25) and related policy and procedures.

### 3.6 Secondments and Exchanges

Academic staff may participate in [secondments](#) and exchanges, subject to the specific needs of the area. Each proposal for a secondment or exchange must be approved by the supervisor and Executive Dean.

### 3.7 Service to Other Bodies (not involving formal secondment)

Academic staff may occasionally be asked by other bodies, ie government, professional associations etc, to perform tasks of a professional or community service nature relevant to their academic or professional expertise. Where performance of those tasks will involve absence from their designated workplace, approval for the absence should be sought from the supervisor. Where such activity meets the criteria for outside professional activities, staff must apply for permission under the University's [Outside Professional Activities](#).

### 3.8 Other Leave

Other types of absences which are covered under academic conditions of employment, including [long service leave](#), [special paid leave](#), [parental leave](#) (which includes maternity leave, adoption leave and partner leave), public holidays and [leave without pay](#), have more specific provisions and procedures, and staff should refer to individual policies for more information.

## Related Links

[Annual Recreation Leave](#)

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Personal/Carer's and Compassionate Leave  
Long Service Leave  
Leave Without Pay  
Outside Studies Scheme  
Parental Leave