**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.

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**Leave Without Pay**

**Establishment:** Council,

**Last Amended:** 7 August 2014 - Enterprise Agreement 2014 to 2017

**Nature of Amendment:** Update to terminology

**Date Last Reviewed:**

**Responsible Officer:** Director, Human Resources

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**ENTERPRISE AGREEMENT 2014–2017, CLAUSE A19 LEAVE WITHOUT PAY**

A19.1 Leave without pay will not normally be granted for periods in excess of two years.

A19.2 Notwithstanding A19.1, a staff member may apply for up to three years’ leave without pay to undertake full-time study.

A19.3 Applications for leave without pay exceeding 20 working days per calendar year will only be approved where it can be demonstrated that the arrangement will have long-term benefits for the University and/or the arrangement will not be detrimental to the area concerned. Such leave may also be approved on compassionate grounds.

A19.4 [Effect on Leave Accrual and Salary Increments] Leave without pay approved on academic or professional grounds will count as service for both long service leave purposes and salary increment purposes, provided that the staff member returns to the University for an equivalent period. All other entitlements will cease to accrue during leave without pay.

A19.5 Leave without pay approved on other than academic or professional grounds will not count as service for all leave entitlements or salary increment purposes unless the University determines otherwise.
Policy and Procedures

1. Approval of leave without pay

1.1 All applications for leave without pay must be submitted in advance to and approved by the responsible officer.

1.2 Applications for leave without pay in excess of 20 working days per calendar year must also be endorsed by the relevant Executive Dean/Portfolio Head and approved by the Director, Human Resources.

2. Public holidays

which fall within the period of leave without pay will be without pay unless they occur at the beginning or end of the period of leave.

3. Effect of leave without pay on superannuation

3.1 UniSuper

With respect to a staff member who is a contributing member of UniSuper the following provisions will apply to periods of leave without pay:

3.1.1 Suspension of contributions

Both member and employer contributions will normally be suspended during an approved period of leave without pay.

3.1.2 Leave without pay as contributing service

Notwithstanding 3.1.1, a staff member who wishes a period of leave without pay to count as contributing service will be required to enter into an arrangement to make both employer and employee contributions for the full period of the absence.

3.2 Super SA

In accordance with Section 23(6) of the Superannuation Act, 1988 as amended, the following provisions apply to periods of leave without pay:

3.2.1 any period of leave without pay of two weeks or less will be treated as a period of employment in respect of which contributions are payable by the staff member;

3.2.2 if leave without pay is taken as a continuous period exceeding two weeks, no contribution is payable by the staff member. However, the staff member may elect to maintain contributions for a maximum total period of 12 months. Under certain circumstances, staff members who take leave without pay for periods of greater than 12 months may seek approval from the Super SA Board to maintain their contributions.

3.3 Superannuation Scheme No 1

A member of the Superannuation Scheme No 1 who is granted leave without pay will be required to pay to the trustees an amount representing the member's proportionate share of the cost of death cover and the administrative charges of the Fund during the period of leave without pay. This requirement may be waived by the Director, Human Resources on application by the member and in such circumstances the Director,
Human Resources will determine the member’s ‘normal salary’ for the purposes of determining the amount of any death benefit.