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## Purchased Leave

<b>Establishment:</b>	Council, 29 May 1997
<b>Last Amended:</b>	25 July 2023
<b>Nature of Amendment:</b>	Minor repairs to ensure document is up to date.
<b>Date Last Reviewed:</b>	2023
<b>Responsible Officer:</b>	Director, People and Culture

### 1. Introduction

**1.1** Purchased Leave (also described as the 48 week year, 48/52, or part year employment) is an arrangement whereby members of staff may take leave without pay for a number of weeks (usually 4) per year. The resultant reduced annual salary is averaged over the whole year to produce a commensurate fortnightly salary.

**1.2** The arrangement is designed to assist staff employed on a seasonal or semester basis, or who may be considering retirement or conversion to part-time employment.

### 2. General Principles

**2.1** With the exception of casual employees, all full-time and part-time staff, whether employed on a continuing or fixed-term basis, are eligible to apply to vary the number of weeks worked per year under this policy.

**2.2** Participation in this arrangement is optional. No staff member will be required to purchase leave.

**2.3** The arrangement normally consists of working 44 weeks over a negotiated twelve month period. Within the twelve-month period the staff member is entitled to 4 weeks of paid leave in addition to their normal annual leave entitlement.

**2.4** Employees granted a 48 week year will be paid at the rate of 48/52 of their substantive salary for the twelve month period.

**2.5** Participation in the 48 week year arrangement will normally be for periods of one year, but longer or more permanent arrangements will be considered.

**2.6** Periods of purchased leave will usually be negotiated to commence on either 1 January or 1 July in any year.

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**2.7** Staff are able to access greater or lesser periods of leave without pay than the 4 weeks, with approval. Such staff will be informed of the impact of this leave on their entitlements and salary before the leave is approved.

**2.8** Approval of arrangements for purchased leave under this policy are subject to the operational needs of the University.

### **3. Leave**

**3.1** All periods of paid annual, sick, long service and maternity leave taken during the agreed purchased leave period will be paid at the rate of 48/52 of substantive full- or part-time salary.

**3.2** During the agreed purchased leave period, annual, sick and long service leave will accrue at the 48/52 salary rate.

**3.3** Entitlement to both annual and additional paid leave must be taken at a mutually agreed time(s) and during the period over which agreement to participate in the arrangement has been given.

**3.4** Any annual leave entitlement accrued prior to an agreed purchased leave period will normally be taken at the full time rate before commencing the arrangement.

### **4. Superannuation**

**4.1** During the agreed purchased leave period, a participating employee will normally reduce superannuation contributions to a level based upon the actual salary paid to them for that year.

**4.2** If an employee wishes to maintain superannuation contributions at their substantive rate:

**4.2.1** the employee must enter into an agreement to make both the employer and employee contributions applicable to the difference between the substantive salary and the reduced salary.

**4.2.2** the employer component attributable to this difference will be paid from pre-tax income, which is to the advantage of the staff member.

### **5. Establishment of Part-Year Positions**

Taking into account their operating needs, a College Vice-President and Executive Dean/Portfolio Head may create a new position in accordance with the provisions of this policy.

### **6. Applications**

Applications for purchased leave under this policy must be submitted in writing to the Director, People and Culture through the relevant supervisor and College Vice-President and Executive Dean/Portfolio Head, and must include the following:

**6.1** the proposed dates of all recreation leave to be taken during the year; and

**6.2** the proposed dates of the additional paid leave to be taken during the year; and

**6.3** an indication of the employee's preference with respect to the level of superannuation contributions during the year.