

Purchased Leave Policy

Table of Contents

1. Purpose
2. Scope
3. Definitions
4. Policy statement
 - 4.1. Purchased leave arrangements
 - 4.2. Applications
5. Forms

1. Purpose

- a. This policy sets out the conditions under which eligible staff may apply to purchase additional leave through a corresponding reduction in salary over a 12-month period.
- b. It supports flexible work arrangements by enabling staff, where operational requirements allow, to access additional time away from work while spreading the financial impact across the whole year.

2. Scope

This policy applies to all staff employed on a continuing, continuing contingent, or fixed term basis.

3. Definitions

Purchased leave	means an approved arrangement under which an eligible staff member takes an agreed period of additional unpaid leave, with the financial impact of that leave spread across the whole year through a corresponding reduction in salary.
------------------------	---

4. Policy statement

4.1. Purchased leave arrangements

- a. The University may approve a purchased leave arrangement where operational requirements permit.
- b. Purchased leave is in addition to a staff member's annual leave entitlement under the Enterprise Agreement.
- c. A staff member must nominate the amount of purchased leave sought and provide indicative dates for taking annual leave and purchased leave as part of their application.
- d. Purchased leave must be taken in blocks of one working week or more.
- e. A purchased leave arrangement applies for a 12-month period commencing on 1 January or 1 July.
- f. Purchased leave does not roll over. A staff member must take all annual leave and purchased leave during the 12-month period.
- g. Any paid leave taken during the 12-month period will be paid at the salary applicable to the purchased leave arrangement.

- h. Leave entitlements will accrue during the 12-month period on the same basis as the approved purchased leave arrangement.
- i. Superannuation contributions will be based on the reduced salary paid under the purchased leave arrangement, unless the staff member elects to maintain contributions based on their substantive salary and makes the additional employer and employee contributions required.
- j. A staff member may apply for purchased leave on more than one occasion. Each application will be assessed on its merits, having regard to operational requirements and the staff member's annual leave balance. Approval of a purchased leave arrangement is not indicative of, and does not create any entitlement to, approval of any future application.

4.2. Applications

- a. A staff member seeking to access purchased leave must submit an application using the prescribed form to their supervisor.
- b. The supervisor will assess the application having regard to the operational requirements and may discuss amendments with the staff member.
- c. Following supervisor endorsement, the application must be approved by the relevant College Vice-President and Executive Dean or Portfolio Head and the Chief People Officer.

5. Forms

[Application for Purchased Leave](#)

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Chief People Officer
Approval Date	31 August 2026
Effective Date	31 August 2026
Review Date*	2029
Last amended	
CM file number	CF11/1517

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.