

LEAVE WITHOUT PAY POLICY

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1. Purpose

The purpose of this policy is to outline in what circumstances employees may request leave without pay.

2. Scope

This policy does not form part of any employee’s contract of employment and is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

3. Definitions

Item	Definition
	NIL

4. Leave Without Pay

APIC recognises that circumstances sometimes arise where an employee needs to take leave from work but has insufficient accrued leave entitlements to do so. Examples include non-work related illness, caring for family members or relatives for an extended period of time, travel, study, undertaking volunteer work or moving house.

Leave without pay may be available where no paid leave is otherwise available. The granting of this leave is at the discretion of APIC. Only employees who have no entitlement to paid leave for the period of their proposed absence may apply for leave without pay. The period of approved leave without pay is at APIC’s absolute discretion and the leave can be cancelled at any time by APIC for operational reasons.

Employees who are granted and take leave without pay will not accrue entitlements that would accrue if they were working, such as entitlements to annual leave and paid personal/carer’s leave.

APIC will not make superannuation contribution payments on an employee’s behalf during any period of leave without pay. Employees should review any insurance cover arrangements to check what arrangements apply during a period of leave without pay.

All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period. If an employee does not intend to resume duties on that day or at all, they should notify their line-manager or the HR Manager in writing at least 7 days before the expiration date. A failure to make appropriate arrangements with APIC before the expiration date of the leave may result in an employee’s employment ending due to abandonment.

5. Applications for Leave

Any employee who requests leave of a type specified by this policy should apply on-line through the ADP Portal and comply with the other relevant notice and documentation requirements outlined in this Policy.

If leave is approved, employees may be required to comply with certain work-related requirements during that period of leave, for example, attendance at work-related training courses or conferences and not accepting other employment during the period.

6. Contact Details During Leave

An employee who is granted leave without pay is required to provide APIC with up-to-date contact details prior to the commencement of and during the period of leave if the employee's contact details change.

7. Document Change Control

Version	Change Description	Date	Author
1.0	Put in new policy format	17 December 2016	Corinne Green