

The ANU Observer **Leave Policy**

1. Scope

- 1.1. This Policy is binding subject to the constitution on all officers.
- 1.2. The procedure set out in its provisions apply to all officers.

2. Forms of Leave

- 2.1. Personal Leave
 - 2.1.1. This covers periods of leave for personal reasons.
 - 2.1.2. The notice of the leave should be in proportion to the length of leave and take into account any closely upcoming demands on Observer and the officer.
 - 2.1.3. Medical Certificates may be requested where they are relevant, necessary and do not impinge on the officer's privacy.
 - 2.1.4. Notice can be short where that is reasonable.
- 2.2. Compassionate Leave
 - 2.2.1. This covers shorter periods of leave in cases of, external forces causing severe distress or difficulty to the Officer.
 - 2.2.2. The officer must inform their supervisor, but the notice need not be substantial.
 - 2.2.3. The Officer is not under obligation to disclose details beyond notification that the cause falls under the causes covered under compassionate leave unless there is strong reason to suspect compassionate leave is being abused.
- 2.3. Special Leave
 - 2.3.1. Covers those causes for leave not otherwise covered here.
 - 2.3.2. The notice of the leave should be in proportion to the length of leave and take into account any closely upcoming demands on Observer and the officer.

3. Apportionment of Leave

- 3.1. Amount
 - 3.1.1. The total amount of personal leave provided in a term of office is 10 weeks.
 - 3.1.1.1. An Officer filling a casual vacancy will be allowed a proportion of this amount of total personal leave as is equivalent to the remaining proportion of the term they are filling.
 - 3.1.2. The total amount of personal leave provided in any payment period is 3 weeks.
 - 3.1.2.1. An Officer filling a casual vacancy will be allowed a proportion of this amount of personal leave as is

equivalent to the remaining proportion of the payment period they are filling.

3.2. Consequences of Excess Leave

- 3.2.1. The excess of these apportionments may be grounds for the withholding of the Allowance of Elected Officers by the Arbitration Panel.
- 3.2.2. The excess of these apportionments may be grounds for reprimand or removal of Officers not receiving allowance.

4. Procedure for Requesting and Planning Leave

4.1. For Non-Elected Officers;

- 4.1.1. The planning of leave is the joint responsibility of the Officer and the Elected Officer who supervises them.
- 4.1.2. The Officer must put their need for leave to their supervisor at a reasonable time prior to their requested leave.
- 4.1.3. The meaning of a reasonable time is determined by the;
 - 4.1.3.1. Nature, length, cause and type of the requested leave.
- 4.1.4. The Supervisor can refuse the request in exceptional circumstances and where doing so is highly reasonable with consideration of the indicia under 2.1.3.

4.2. For Elected Officers;

- 4.2.1. The planning of leave is the joint responsibility of the officer and the body or bodies on which they sit.
- 4.2.2. The Officer must put their need for leave to the relevant body at a reasonable time prior to their requested leave.
- 4.2.3. The meaning of a reasonable time is determined by the;
 - 4.2.3.1. Nature, length, cause and type of the requested leave,
 - 4.2.3.2. The higher expectations on elected officers vis-a-vis the the conduct of their duties as;
 - 4.2.3.2.1. Receivers of Stipend
 - 4.2.3.2.2. Officers owing director's duties.
- 4.2.4. The Body can refuse the request in exceptional circumstances and where doing so is reasonable with consideration of the indicia under 2.2.3.