



STAFF LEAVE POLICY

Authorised By:	President (CEO)	Revision: 1.14
Last Amendment Date:	Revision Date: 25 Sep 2023	
Review Due Date:	Next Review: 25 Dec 2025	
Related Documents:	Staff Recruitment, Selection and Appointment Policy	
Responsible Officer:	Registrar	
Review:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the HR Manager

1. Overview

The purpose of this policy is to describe the various forms of leave from work available to eligible employees of Tabor.

2. Scope and Applications

This policy applies to all eligible staff employed by Tabor.

3. Policy Principles

- 3.1. Leave from work is recognised by Tabor as being necessary to maintain an appropriate work / life balance.
- 3.2. When employees apply for leave, managers will take into account the needs of the College and the needs of the employee.
- 3.3. A leave form must be completed via the online Leave Application Form.
- 3.4. The employee must ensure that the leave entitlement covers the intended period of absence.
- 3.5. For leave to be granted, the leave form must be authorised by the employee's manager.
- 3.6. A breach of the Leave Policy may lead to disciplinary action.

4. Procedures

4.1. Annual and Long Service Leave

- 4.1.1. Staff members are to use the Leave Application Form to apply for all types of leave including TOIL.
- 4.1.2. Deans of Faculty / Department Managers must approve leave for staff in their faculty / department.
- 4.1.3. The President approves leave for his / her direct reports.
- 4.1.4. The President is to seek approval for leave from the Chair of the Board of Governors.
- 4.1.5. Approval for leave will be assessed in the light of:
 - The amount of accrued leave available
 - How that individual staff member's absence will impact upon the effective running of the College and the specific department in which the staff member is employed.There should be at least one staff member or appointed representative from each department present, working at the College at all times.
- 4.1.6. Academic staff members are encouraged to take leave during term breaks.
- 4.1.7. There is no set limit as to the amount or frequency of accrued leave taken provided the above criteria are first met.
- 4.1.8. Long Service Leave must be in line with the Long Service Leave Act 1987. The minimum Long Service Leave duration that will be approved is 1 week.

4.2. Personal and Compassionate Leave

- 4.2.1. All Leave as outlined in the Tabor Enterprise Agreement 2019
- 4.2.2. A medical certificate or other evidence may be required for periods of personal leave of 1 day or greater, and must be supplied upon request.
- 4.2.3. Staff will not be eligible to be paid for personal or compassionate leave where evidence is requested but not supplied.
- 4.2.4. Where advance notification is available for required sick leave e.g. elective surgery, staff members must advise their managers on the Leave Application Form, inclusive of necessary evidence, as soon as they are aware the leave will be required.
- 4.2.5. Where advance notification is not possible staff should advise their manager, either by text call or email, prior to commencement of their scheduled work hours. . Upon return to work, staff must complete the Online Leave Application Form to be approved by their manager.

4.3. Leave entitlements are covered in Tabor's **Enterprise Agreement 2019**.

5. Definitions

See [Global Definitions](#)

6. Communication / Training

- 6.1. All Managers are responsible for ensuring this policy is brought to the attention of their staff members and that staff follow this leave policy.