

## SUMMARY OF KEY PROVISIONS OF MONASH UNIVERSITY ENTERPRISE AGREEMENT (ACADEMIC & GENERAL STAFF) 2005

This summary serves to highlight some of the main provisions of the Monash University Enterprise Agreement (Academic & General) 2005 (“**the Agreement**”), which was certified on 22 November 2005. Please note that this is a *summary only* and staff are encouraged to read the full text of the 2005 Agreement.

Topic	Relevant clauses	Summary
<b>Academic Probation</b>	55	<p>New academic staff subject to probation periods:</p> <ul style="list-style-type: none"> <li>➤ Level A – D (continuing employment): 3 year probation which may be extended by up to 24 months</li> <li>➤ Level A – D (fixed-term contracts): 3 years or 50% of the fixed term contract, whichever is shorter, extendable by up to 24 months</li> </ul> <p>Probation does not apply in cases of:</p> <ul style="list-style-type: none"> <li>- transfer;</li> <li>- secondment;</li> <li>- pre-retirement contracts;</li> <li>- second or subsequent contracts unless second or subsequent contract is for a position where the duties are substantially different;</li> <li>- contracts for a period of less than 6 months.</li> </ul> <p>Before the end of probation period, University may:</p> <ul style="list-style-type: none"> <li>- confirm the appointment;</li> <li>- terminate the appointment; or</li> <li>- extend the probation period for a single period not exceeding 2 years, in which case it will be made clear what performance and development requirements need to be met</li> </ul> <p>Period of notice required for termination will be one-sixth of the staff member's probationary period up to maximum of 6 months.</p> <p>If decision to terminate employment is made, staff member may appeal to decision to an Appeals Committee</p>
<b>Academic Workloads</b>	57	<p>University is committed to management and regulation of academic workloads.</p> <p>University recognises 1,645 hours per annum as target for maximum annual allocated hours.</p> <p>Workload Models to be developed and maintained for each academic unit.</p> <p>If a staff member has concerns arising from the allocation of workloads/ unreasonable hours of work and is unable to resolve the concerns with his/her supervisor, the dispute may be referred to a Faculty Board of Review. The University is in the process of developing guidelines which govern the operation of a Faculty Board of Review.</p>
<b>Annual leave loading</b>	25, 33	<p>All staff members (except casual and sessional staff) will be entitled to 17.5% of the salary for 4 weeks annual leave payable in the pay period in which 15 December occurs (paid pro rata for staff members whose employment commences after or ceases prior to 15 December in any accrual year).</p> <p>Staff may volunteer, in January each year, to receive 3.5 days' leave in addition to annual leave. In return they will forfeit their entitlement to payment</p>

		of annual leave loading in the year in which the leave is taken.
<b>AWAs</b>	16	University may enter into Australian Workplace Agreements (AWAs) with its staff members. AWAs operate to the exclusion of the Enterprise Agreement.
<b>Camping allowance</b>	80	Staff members who in the course of authorised field duty are required to camp overnight will be paid a camping allowance of \$16.70 for each night they are required to camp.
<b>Casual Employment</b>	18.6 – 18.12, 20	<ul style="list-style-type: none"> <li>➤ Casual staff member: <ul style="list-style-type: none"> <li>- is engaged by the hour and paid by the hour;</li> <li>- is not entitled to paid leave of any kind;</li> <li>- will be paid ordinary rate of pay plus 23% loading</li> <li>- will be paid for a minimum period of 3 hours for each engagement (subject to some exceptions)</li> </ul> </li> <li>➤ Eligible casual general staff may apply for conversion to continuing or fixed term appointment if they have been employed on a regular and systematic basis in the same or a similar and identically classified position in the same department (or equivalent) either: <ul style="list-style-type: none"> <li>• over the immediately preceding period of 12 months and in those immediately preceding 12 months the average weekly hours worked equalled at least 50% of the ordinary weekly hours that would have been worked by an equivalent full time staff member; or</li> <li>• over the immediately preceding period of at least 24 months.</li> </ul> </li> </ul> <p>The University may refuse conversion on reasonable grounds.</p>
<b>Christmas/New Year Close Down Arrangements</b>	42	Labour Day, Queen's Birthday, and Melbourne Cup Day are normal working days for all staff. In compensation the University will grant five non-cumulative University holidays which will be taken on days falling between Christmas Day and New Year's Day, (excluding any Saturday or Sunday or public holiday).
<b>Consultation about change</b>	14	University will notify affected staff and Monash University Staff Implementation Committee where a proposed or substantial change will affect staff.
<b>Consultative Committees</b>	10, 11	<p>The Agreement provides for the establishment of the following committees:</p> <ol style="list-style-type: none"> <li>1. Monash University Staff Implementation Committee (MUSIC);</li> <li>2. General Staff Career Development Committee;</li> <li>3. Research Staff Employment Committee;</li> <li>4. Committee to review Intellectual Property Statute and associated policies.</li> </ol> <p>Committees include both University and staff representatives to allow for direct staff involvement.</p>
<b>Disciplinary action for unsatisfactory performance/ misconduct</b>	51, 52	<p><u>Academic Staff</u></p> <p>Clause 51 sets out the process to be followed where a supervisor is of the view that an academic staff member's performance or conduct is unsatisfactory.</p> <p><u>General Staff</u></p> <p>Clause 52 sets out the process to be followed in cases of alleged unsatisfactory performance or misconduct by a general staff member.</p>
<b>Dispute Resolution Procedure</b>	13	<p>Clause 13 sets out the procedure for dealing with disputes about the application of the Agreement.</p> <p>The dispute resolution procedure in clause 13 shall not limit the rights of a staff</p>

		member to first pursue any grievance or dispute through the Grievance Procedures set out in clause 53.
<b>Employment related grievance procedures</b>	53	<p>Clause 53 sets out the employment related grievance resolution procedures, which provide staff with a streamlined and user-friendly grievance resolution process that facilitates fair treatment of grievance and their resolution in a conciliatory, informal and effective manner without undue delay.</p> <p>Appeals against appointment, classification or promotion are expressly excluded from the operation of the grievance procedures.</p>
<b>Fixed-Term employment</b>	18.4 – 18.5, 19	<ul style="list-style-type: none"> <li>➤ Fixed-term employment means full time or fractional employment for a specified term or ascertainable period for which the letter of engagement will specify: <ul style="list-style-type: none"> <li>- start and finish dates of employment; or</li> <li>- in lieu of a finish date, the circumstance(s) or contingency relating to a specific task or project, upon the occurrence of which the term of employment will expire.</li> </ul> </li> <li>➤ University will provide to a fixed-term staff member written notice that at the expiry of the contract the University intends to: <ul style="list-style-type: none"> <li>- continue the position or a position with the same or substantially similar duties; or</li> <li>- discontinue the position.</li> </ul> </li> <li>➤ Where further fixed-term employment is offered under clause 19.3, staff member may apply for conversion to continuing employment on the same salary and classification. University may refuse conversion on reasonable grounds.</li> <li>➤ In certain circumstances severance will be payable to a staff member at the expiry of a fixed-term contract and where the University does not renew the contract.</li> </ul>
<b>General Staff Classifications</b>	64 – 68	<ul style="list-style-type: none"> <li>➤ Positions will be classified according to the General Staff Classification Descriptors. Positions will be classified at the level which most accurately reflects the work required to be performed, taking into account the duties and responsibilities of the position.</li> <li>➤ General staff member may progress through the classification levels by: <ul style="list-style-type: none"> <li>- a written application for review of the classification due to the changed requirements of the position;</li> <li>- review and reclassification of position through the normal internal process;</li> <li>- reclassification to a higher level through progressive job redesign involving a significant degree of increased responsibility or job complexity; or</li> <li>- by appointment to a vacant position.</li> </ul> </li> <li>➤ A staff member aggrieved by a review of classification decision may apply for a review of the decision, by the Classification Review Committee.</li> <li>➤ An extended linking system for general staff classifications to be introduced by 1 March 2007.</li> </ul>
<b>General Staff conditions</b>	70 - 74	<ul style="list-style-type: none"> <li>➤ Ordinary hours of duty of general staff will not exceed an average of 36.75 per week.</li> <li>➤ The University may during the period Monday to Friday, and by agreement with the staff member(s) concerned establish an arrangement for extended shifts of up to 9 hours 30 minutes (excluding meal breaks). A</li> </ul>

		<p>staff member so agreeing would not be required to work more than 80% of the ordinary working days.</p> <ul style="list-style-type: none"> <li>➤ A general staff member will not be required to work more than 5 consecutive hours without a break for a meal. A meal break will be at least 30 minutes but not more than 1 hour.</li> <li>➤ All authorised time worked in excess of or outside of the ordinary hours of duty will be overtime and will be paid for at overtime rates</li> <li>➤ University may require a staff member to work reasonable overtime.</li> <li>➤ Clause 74 sets out rates of pay for shift work.</li> </ul>
<b>General Staff Workloads</b>	63	<p>University does not require staff to work excessive hours and does not encourage or condone workplace culture that requires staff to work long hours.</p> <p>General Staff Workload Review Committee will be established – responsible for reviewing identified general staff workload problems at the work unit or occupational category level. Committee will meet at least annually or at the request of either the University or two or more members of the Committee.</p> <p>If staff member is concerned about his/her workload, staff member may request a workload review. If issue is not resolved satisfactorily through this process, staff member may use the Employment Related Grievance Resolution Procedure.</p>
<b>Higher Duties Allowance</b>	76	A staff member required to act in a position of higher classification than that which the staff member occupies will be paid a higher duties allowance.
<b>Indigenous Employment</b>	69	University will establish and maintain the position of Advancing Indigenous Employment Coordinator.
<b>Leave Entitlements</b>	Sch 5	See Schedule of Leave entitlements below.
<b>Long service leave</b>	38 Sch 5	<ul style="list-style-type: none"> <li>➤ See Schedule below.</li> <li>➤ Staff member is entitled to choose the time for taking long service leave provided that at least 6 months' written notice is given and the minimum block of long service leave taken at any one time is two weeks.</li> <li>➤ University may on 6 months' written notice direct a staff member to reduce any long service leave balance in excess of 136.5 calendar days.</li> </ul>
<b>Maternity Leave</b>	35, 39 Schedule 5	<ul style="list-style-type: none"> <li>➤ See Schedule below.</li> <li>➤ Staff with at least 24 months service are entitled to paid leave for 14 weeks and an additional 38 weeks at 60% of pay.</li> </ul> <p>Conversion options are available for the 38 weeks at 60% pay:</p> <ul style="list-style-type: none"> <li>- provided a staff member has used at least 26 weeks paid parental leave, he/she could choose to return to work on a reduced fraction and use the unexpired period of the 38 weeks to top up his/her salary;</li> <li>- return to work on a reduced fraction anytime after the first 14 weeks and choose to have the outstanding balance paid as an allowance either in a lump sum or on a fortnightly basis or for child-care fees for University-provided child care.</li> </ul> <p>There is provision for partners to share 38 weeks leave entitlement.</p>

		<p>Staff must sign a return to work deed as a condition for access to 38 weeks' parental leave at 60% pay.</p> <ul style="list-style-type: none"> <li>➤ Staff with 12 to 24 months service are entitled to paid leave for 14 weeks and additional leave at the rate of 3.16 weeks for each completed month of service.</li> <li>➤ Staff with less than 12 months service are entitled to paid leave for a continuous period at the rate of 1.16 weeks for each month of service.</li> </ul>
<b>Mode of employment</b>	18	<ul style="list-style-type: none"> <li>➤ University may employ a staff member on a continuing, fixed-term, sessional or casual basis.</li> <li>➤ Upon engagement the University will provide the staff member with an instrument of appointment which stipulates the type of employment and the terms of engagement.</li> </ul>
<b>Motorcycle and Bicycle Allowance</b>	78	Where a staff member is authorised to use the staff member's privately owned or hired motorcycle or bicycle for official purposes (including authorised travel between campuses) he/she shall be paid an allowance.
<b>Occupational welfare</b>	44	Staff member may, or University may request, that a staff member make application for leave with pay or without pay to undertake an approved rehabilitation or counselling or treatment programme in circumstances where stress, health concerns, alcohol and or drug dependency and/or compulsive gambling are adversely affecting the staff member's work performance.
<b>Overtime Meal Allowance</b>	77	Clause 77 provides for payment of an overtime meal allowance of \$16.10 in certain circumstances.
<b>Payment of salaries and deductions</b>	23	<p>Salaries will be paid fortnightly.</p> <p>Sessional academic staff will be paid within 22 days of submitting a completed valid claim for payment to the appropriate representative.</p>
<b>Performance-Based Contracts</b>	17	The University and staff may enter into performance-based contracts with a threshold annual salary and loadings (including the case value of any University-provided motor vehicle) of at least \$124,696 (at Level E or above) or \$102,024 (at HEW 10 or above).
<b>Performance Management</b>	56, 62	<p><u>General staff</u></p> <ul style="list-style-type: none"> <li>➤ incremental progression will be based on an assessment of satisfactory performance</li> <li>➤ staff member and supervisor will meet to agree on manageable goals and objectives to be pursued during the annual performance and review cycle. Goals will be documented in a development plan.</li> <li>➤ supervisor and staff member will meet regularly during the annual cycle to discuss: <ul style="list-style-type: none"> <li>- progress in achieving goals and support required;</li> <li>- any updated goals to reflect the changes to the work unit/department's plans and priorities</li> </ul> </li> <li>➤ at least 3 months (and no more than 4 months) before increment of staff member falls due, or anniversary of appointment in cases where the staff member has reached the top of the incremental scale, supervisor will convene a meeting to review staff member's performance</li> <li>➤ where staff member has made satisfactory progress increment will be paid</li> </ul>

		<p>at due date</p> <ul style="list-style-type: none"> <li>➤ where staff member has not made satisfactory progress supervisor will identify in writing the factors which have not been satisfactorily met. Report will specify the improvement required to achieve the goals and objectives within the remaining timeframe. One month before increment falls due, staff member will again meet with his/her supervisor to confirm whether or not performance factors set have been met. Where they have staff member will be paid increment at due date. Where they have not, staff member will be advised in writing of the reasons that an increment will be withheld.</li> <li>➤ staff member may seek a review of the decision to withhold an increment, by written application to the relevant Divisional Director or Dean</li> </ul> <p><u>Academic staff</u></p> <ul style="list-style-type: none"> <li>➤ academic staff members are required to submit a portfolio comprising the following documents: <ul style="list-style-type: none"> <li>- engagement profile;</li> <li>- achievement report;</li> <li>- career development plan;</li> <li>- any supporting documentation relating to other formal processes in the University</li> </ul> </li> <li>➤ supervisor and staff member will meet at least annually to review portfolio and update it. Review will: <ul style="list-style-type: none"> <li>- establish final content of staff member's engagement profile;</li> <li>- assess the performance of the staff member;</li> <li>- inform the staff member of the supervisor's recommendation concerning incremental progression or accelerated incremental progression;</li> <li>- inform the staff member of the supervisor's assessment of progress where staff member is on probationary period;</li> <li>- inform the staff member of the supervisor's recommendation in relation to review for tenure / academic promotion/ OSP;</li> <li>- assess progress of the career development plan for the staff member.</li> </ul> </li> <li>➤ staff member's entitlement to incremental progression will be based on the staff member's performance being assessed as satisfactory</li> <li>➤ where an increment is withheld the staff member may dispute the decision through Employment Related Grievance Resolution Procedure</li> <li>➤ copy of final engagement profile will be made available to the Head of the Academic Unit and other staff of academic unit</li> </ul>
<b>Professorial and Clinical Loadings</b>	81	The University may pay loadings to its professorial staff as set out in clause 81.
<b>Online teaching and learning</b>	60	University will implement a policy of online teaching and learning.
<b>Outside Studies Programmes – transferability of service</b>	59	The University will recognise prior continuous paid full time service with other Australian higher education institutions as qualifying service when considering applications for outside studies programmes or professional experience programmes (subject to certain conditions).
<b>Redundancy &amp; Redeployment</b>	45, 46, 47	<p><u>Academic staff</u></p> <p>University may decide to terminate the employment of one or more academic</p>

		<p>staff members in continuing employment for reasons of an economic, technological, structural or similar nature.</p> <p>Clause 45 sets out the process that must be followed by the University in such circumstances.</p> <p><u>General staff</u></p> <p>Clause 46 sets out process that must be followed where it appears that a continuing general staff member has become, or is likely to become excess to requirements due to changed circumstances, including changes in work methods, re-organisation, financial exigency or introduction of new technology.</p> <p>Clause 46.4 sets out the severance pay entitlements of general staff in the event of termination by reason of redundancy.</p>
<b>Salary Increases</b>	22	<p>Staff members will receive the following salary increases:</p> <p>2007 – 3% (31 March), 3% (30 September) 2008 – 3% (31 March)</p>
<b>Sessional Staff</b>	18.13	<p>Sessional employment means casual academic teaching staff who are appointed to undertake a single or specific number of sessions related to demonstrating, tutoring, lecturing, marking, supervision, academic research assistance, music accompanying with special educational service, undergraduate clinical nurse education or other required academic activity.</p>
<b>Sleep over allowance</b>	79	<p>Where the University requires a staff member to sleep-over on University premises for a period outside the ordinary hours of duties, the staff member will be entitled to an allowance of \$43.60 per sleep-over.</p>
<b>Summer Teaching Period</b>	58	<ul style="list-style-type: none"> <li>➤ academic staff will not normally be required to undertake teaching and associated administrative duties in more than two of the three teaching periods in each 12 month period;</li> <li>➤ staff will normally have at least two weeks free of teaching and marking between orthodox semesters and the summer teaching period;</li> <li>➤ the semester in which the staff member will not be required to teach will be determined by the Head of Department in which the staff member is employed after consultation with the staff member.</li> </ul>
<b>Superannuation</b>	27	<p>University will maintain current employer contributions and arrangements for superannuation that are in effect as of the date of certification of the Agreement, including UniSuper as the required recipient fund.</p> <p>Research-only staff with 12 months' continuous service eligible to apply for membership of Unisuper Defined Benefit Plan/ Investment Choice on the same basis as continuing staff.</p>
<b>Termination of employment on the grounds of ill health</b>	48	<ul style="list-style-type: none"> <li>➤ Vice-Chancellor may require any staff member whose capacity to perform the duties of his/her office is in doubt to undergo a medical examination by a medical practitioner chosen by the University at the expense of the University.</li> <li>➤ If medical examination reveals that the staff member is unable to perform his/her duties and is unlikely to be able to resume them within a reasonable period, being not less than 12 months, the Vice-Chancellor may (subject to clause 48.5), terminate the employment of the staff member on notice.</li> </ul>
<b>Travelling and</b>	75	<p>A staff member who is absent on University business shall be reimbursed for</p>

<b>Related Expenditure, Meal and Vehicle Allowance</b>		reasonable expenses upon proof of receipts to cover the costs of travel, meals, incidental expenses and/or accommodation.
<b>Voluntary Early Retirement Scheme</b>	49	University may offer a voluntary early retirement scheme to full-time or fractional continuing staff.
<b>Voluntary Reduced Working Year</b>	31	Continuing / fixed term staff may apply to reduce their current working year by multiples of two weeks up to eight weeks, with salary proportionately reduced to fund an increase in additional paid leave over a 52 week period.
<b>Working Offshore</b>	61	University will implement a working offshore policy which will address rights of staff working outside Australia.
<b>Workplace Bullying</b>	54	University does not condone workplace bullying and is committed to the provision of information and training and to manage incidents of workplace bullying.

## SCHEDULE OF LEAVE ENTITLEMENTS

Purpose of leave	Application and eligibility	Leave entitlement
<b>Staff member applying for leave must specify it is for the purpose listed below.</b>	<b>All staff members are eligible for the entitlements in this Table provided that for any specific category of leave, the staff member has been or is:</b>	<b>A staff member's entitlement is subject to the conditions set out in clauses 34-40 of the Agreement.</b>
<b>a) Annual leave</b>		Twenty paid working days for each completed year of service, which can accumulate up to 30 days.
	7 day-shift workers.	An additional 5 paid days where the rostered shifts include at least 10 Sundays in the accrual period.
<b>b) Sick leave</b>  Unable to perform his/her duties due to an illness or injury.		15 paid days for each year of service which shall accumulate if not taken.  Staff member will be required to provide satisfactory evidence of illness or incapacity for absences in excess of 3 consecutive days (including weekends and public holidays) or 6 aggregate days in any working year.
<b>c) Carer's leave</b>  To care for a family member.		Up to 5 paid days of sick leave in any calendar year, and up to 5 single days of annual leave by arrangement with the University.
<b>d) Isolation leave</b>  Has a contracted disease or is isolated on the direction of a medical practitioner.		Paid leave for the required period of isolation.
<b>e) Repatriation leave</b>  Absent on account of illness due to war service disabilities certified by the Department of Veterans Affairs.	Engaged in war service.	Up to 15 paid days during each year of service, cumulative up to 100 days.
<b>f) Long service leave</b>	At least ten years of recognised service	13 paid weeks after ten years of service and at the rate of 1.3 weeks for every additional year thereafter.
<b>g) Jury Service</b>  For serving on a jury.	Called for jury service.	Paid leave for the duration of attendance.
<b>h) Fire fighting and emergency assistance leave</b>  Fire-fighting or other forms of emergency assistance.	A member of a voluntary organisation, or responds to an appeal for emergency purposes.	Paid leave for the duration of the participation in the emergency activity, plus one day of recovery leave on completion.
<b>i) Defence Reserve</b>	A member of the Defence Reserve Forces.	In any calendar year, 14-18 paid days for an annual camp and up to 14 paid days for other purposes.

<p><b>Forces Leave</b></p> <p>Attendance at annual training camp, schools, classes or courses of instruction conducted by or on behalf of the Defence Reserve Forces.</p>		
<p><b>j) Blood donor leave</b></p> <p>For donating blood.</p>	Registered blood donors.	Paid leave for the period required.
<p><b>k) Compassionate leave</b></p> <p>Death or serious illness of a family member.</p>		3 days paid leave on each occasion, provided that additional paid leave may be granted due to special circumstances such as extensive travel.
<p><b>l) Court appearances leave</b></p> <p>Appearance in a court case.</p>	Subpoenaed to appear as a crown witness, or to give evidence.	Paid leave for the period required where the matter is directly related to his/her employment or the staff member appears as a Crown witness, and unpaid leave for any other matter.
<p><b>m) Parental Leave (Maternity)</b></p> <p>Birth and care of a child.</p>	A birth mother with continuous service of at least 24 months	Paid leave for a continuous period of 14 weeks ( to conclude no later than 14 weeks following the birth) and additional leave of 38 weeks at 60% of pay. The 38 week leave period may be converted to other options under the return to work scheme.
	A birth mother with continuous service of 12 - 24 months.	Paid leave for a continuous period of 14 weeks ( to conclude no later than 14 weeks following the birth) and additional leave at the rate of 3.16 weeks for each completed month of service between 12 and 24 months at 60% of pay.
	A birth mother with continuous service of less than twelve months.	Paid leave for a continuous period at the rate of 1.16 weeks for each month of service and to conclude no later than 14 weeks following the birth.
	Period of paid leave is exhausted.	Additional unpaid leave taken within 52 weeks of the commencement of maternity leave which will bring the aggregate period of paid and unpaid leave to a maximum of 52 weeks.
<p><b>n) Parental Leave (Adoption)</b></p> <p>Adoption of a child.</p>	Approved applicant for the adoption of a child under 12 months.	Maternity leave <i>mutatis mutandis</i> .
	Approved applicant for the adoption of a child 12 months or over.	50% of the maternity leave entitlement <i>mutatis mutandis</i> .
<p><b>o) Parental Leave (Spouse/Partner Birth)</b></p> <p>Birth and care of a child born to the staff member's partner.</p>	Responsibility for the on-going care of a child born to his/her domestic partner.	Continuous unpaid leave for up to 52 weeks to be taken within 12 months after the birth.
	Absent to assist the birth mother immediately before or after the birth.	5 paid days to be taken within the period commencing one week prior to the expected date of birth and concluding not later than 6 weeks after the birth.
<p><b>p) Arbitration Leave</b></p> <p>Preparation or conducting a case in an Industrial</p>	Up to two staff members for the same case.	In any calendar year, paid leave for the conduct of the case and unpaid leave of up to three months for the preparation of the case.

Relations Commission.		
<p><b>q) General Staff Study Leave</b></p> <p>Attendance at an approved course of study, including examinations.</p>	Holding a fractional appointments of 0.5 or more fraction, enrolled in a course of study relevant to the University and the staff member.	Up to 4 paid hours per week.
<p><b>r) Religious leave</b></p> <p>For the observance of religious occasions.</p>		Unpaid leave for up to 3 days in any one calendar year.
<p><b>s) Ceremonial leave</b></p> <p>Preparing for, or attending to community organisation business and relevant cultural duties and celebrations.</p>	Identified as, is accepted as a member of the Aboriginal or Torres Strait Islander community.	On prior application of at least 14 days prior, up to 5 days paid leave plus 10 days unpaid leave per calendar year.
<p><b>t) Election leave</b></p> <p>Standing for election to Federal or State Parliament.</p>	Nomination as Candidate for Federal or State Government.	Unpaid leave not exceeding the election period.
<p><b>u) Sporting leave</b></p> <p>For participating in or officiating at sporting events.</p>	Participation as a competitor or acting as an accredited official in a sporting event.	On application at least 14 days prior, up to four weeks' paid leave for Olympic, Commonwealth or Pacific Conference games and up to 4 weeks unpaid leave for all other events.
<p><b>v) Leave to accompany spouse overseas</b></p> <p>For accompanying a spouse travelling on long service leave or for OSP or staff training.</p>	A spouse employed by the University.	Unpaid leave for the period of travel subject to operational requirements, and up to 2 occasions only.
<p><b>w) Special Leave</b></p> <p>For any purpose approved at the discretion of the University.</p>		Paid or unpaid leave for the duration of the circumstances