



Context and Purpose

This Procedure guides the application and the managing of paid days off for working 37.5 hours per week. This procedure applies to professional, security and grounds staff employed in accordance with the University of South Australia Enterprise Agreement 2023.

Responsibility

Immediate Supervisor

The immediate supervisor is responsible for facilitating the leave management process in accordance with this procedure.

Staff Member

All staff are expected to manage their paid days off for working 37.5 hours per week (or fractional hours for part time staff) in accordance with this Procedure.

People, Talent and Culture

People, Talent and Culture are responsible for the development and continuous improvement of this Procedure.

A. Entitlements

1. All full time staff will work 37.5 hours per week in order to take four (4) paid days off (PDO) during the Christmas/New Year period, on days which are not public holidays.
2. For security and grounds staff, other alternate times may be determined for the taking of the PDO by agreement between the staff member and Director: Facilities Management Unit (or nominee), no later than 30 April of the following year.
3. Each year, the University will inform staff in a timely manner of the days allocated as the designated PDO during the Christmas/New Year period.
4. Part-time staff are entitled to PDO provided:
 - 4.1. Their fractional time hours of duty are based on the 37.5 hour week;
 - 4.2. The time off to be taken will be the PDO determined by the University, which fall on the normal working days of the part-time staff member concerned.
5. Staff who commence part way through a year will receive the full benefit of the accumulated time off as per the operational provisions in this procedure.
6. Recreation leave loading is not applicable to PDO for working 37.5 hours per week.
7. If a staff member is on a period of unpaid leave which covers the Christmas/New Year period, they will receive payment for the hours that they may have accumulated prior to commencing that period of unpaid leave.

B. Work during the designated Christmas/New Year period

8. Volunteers will be sought where the University identifies an organisational need to provide services over the Christmas/New Year period.
 9. Where a staff member volunteers to work during this period, the staff member and supervisor will negotiate alternative dates on which to take the PDO or any remaining time not taken.
 10. The PDO are not cumulative and will be taken no later than 30 April of the following year.
 11. If a supervisor and staff member are unable to agree dates for the staff member to take any remaining PDO prior to 30 April, the remaining PDO will be paid to the staff member at ordinary rates of pay.
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C. Payment Upon Termination

12. Staff members who cease employment prior to 31 December in any year will be paid their PDO for that year, less any time taken.
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Officer Responsible for Update and Review: Executive Director: People, Talent, and Culture

Approved by: Council

Commencement Date: TBD

Review Date: TBD

History:

- > Updated: July 2019
- > Updated: February 2020
- > Updated: April 2024