



University of
South Australia

Cultural Leave Procedure

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APPLICATION

This procedure applies to staff employed in accordance with:

1. The University of South Australia Enterprise Agreement 2011
2. Staff employed pursuant to an Australian Workplace Agreement (AWA) where a reference to this procedure is specifically referred to in the AWA.

OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of Cultural Leave.

This leave is for the sole purpose of observing holy days or to attend essential religious or cultural duties associated with their particular religious faith, culture or tradition.

PROCEDURE

1. Cultural Leave

- a) A staff member may be eligible to access up to two (2) days of recreation, long service leave or leave without pay for cultural leave, subject to the provision of:
 - i) at least two (2) weeks notice by completion and submission of a myHR online leave request or HRIS 008 form.
 - ii) reasonable evidence as to the nature of the activity/ceremony the staff member wishes to attend; and
 - iii) have an entitlement to recreation or long service leave or requests leave without pay.

2. NAIDOC Week

- a) An Aboriginal or Torres Strait Islander staff member will be granted time off without loss of pay upon application to attend official celebrations and activities that occur during that week.
- b) The maximum time approved is ten (10) hours in a calendar year.

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate Supervisor

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

Staff Member

All staff are expected to manage their cultural leave in accordance with this procedure.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of this procedure.

CROSS REFERENCES

- Special Leave Procedures

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR contact for their area.
- The Human Resources Unit
- The Human Resources website.

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