

Vocational Education Leave Guideline

This Guideline explains two additional types of leave specific to Vocational Educational staff. The two leave types are in addition to the various types of leave provided in the enterprise agreement.

What is it?

This Guideline provides information regarding two types of leave which are available only to Vocational Education staff.

Who is this for?

This guideline is specific only to continuing and fixed term staff covered by the *RMIT Vocational Education Workplace Agreement 2019*.

1. Leave

1.1. Additional Holiday

- a) All staff covered by this guideline will receive four days of paid Holiday on the following conditions:
- The four days of additional Holiday are Easter Tuesday and the three business days between Boxing Day and New Year's Day.
 - On these days staff who would otherwise be rostered to work will not have to perform any duties and will be paid their usual salary.
 - If a member of staff would not normally be rostered to work on one of these days then that member of staff will not receive payment and will not receive an alternative day of Holiday.
 - Staff will not be required to book the additional Holidays via the staff systems. The University will automatically allocate the leave each year.

1.2. Teachers' Leave

- a) All staff covered by this guideline who are classifications T1 to T5 and SE1 will receive six days of Teachers' Leave each calendar year on the following conditions:
- Teachers' Leave must be taken on days agreed with the University and must be booked and approved using the employee leave booking tool.
 - On these days staff who would otherwise be rostered to work will not have to perform any duties and will be paid their usual salary.
 - Teachers' Leave is allocated each calendar year. Balances of unused Teachers' Leave do not accrue from year to year and all unused Teachers Leave will be lost on 31 December each year.
 - Unused Teachers' Leave is not paid out on termination.
 - Staff who commence employment part way through a year will receive a pro-rata allocation of Teachers' Leave in that year.

- Staff who are part-time will receive a pro-rata allocation.
- Teachers' Leave can only be taken in single or multiple days.
- Teachers Leave cannot be substituted with personal leave.
- Teachers' Leave is not available during periods of paid or unpaid leave but may, by agreement be taken at the beginning or end of such periods.

Document history

Version	Last updated	Authority	Author
1.0	9 th March 2021	Leave and Public Holiday Policy	Senior Manager, PWR