

CoVE Program Manager Additional Leave Guideline

What is it?

This guideline outlines an additional type of leave specifically for eligible Program Managers classified as SE2 and SE3 in Vocational Education. This leave is separate from the entitlements provided under the enterprise agreement.

Who is this for?

This guideline applies to continuing and fixed-term Program Managers covered by the *RMIT University Vocational Education Enterprise Agreement 2024*.

Leave

All employees who are Program Managers SE2 and SE3 (other than Casual Employees) are entitled to six days of *Program Manager Additional Leave* each calendar year, subject to the following conditions:

- Must be taken on days agreed with RMIT and must be booked and approved using the employee leave booking tool.
- Must be taken for a minimum of one day at a time.
- Cannot be substituted for any other form of leave or taken during any period of paid or unpaid leave. By agreement with RMIT, it may be taken at the beginning or end of such a period.
- Does not accrue from year to year and is not paid out on termination of employment.
- Employees who commence employment part-way through a year will receive a pro-rata allocation in that year.
- Employees who are part-time will receive a pro-rata allocation.

More information

For Vocational Education teachers who are classification T1 to T5 and SE1, please refer to clause 30.25 of the *RMIT University Vocational Education Enterprise Agreement 2024*.

Document history

Version	Last updated	Authority	Author
1.0	25 July 2025	Leave and Public Holiday Policy	Director, Policy & Workplace Relations