

Changing Residence Leave Guideline

What is it?

This resource will help you find answers to common questions about Changing Residence leave.

Who is this for?

All continuing and fixed-term employees of RMIT University, covered by the RMIT University Enterprise Agreement 2018 (**University Agreement**).

Am I entitled to changing residence leave?

If you are a continuing or fixed-term employee covered by the University Agreement and meet the specified eligibility criteria below, you are entitled to paid changing residence leave.

Eligibility Criteria

You must be required to perform all or the majority of your duties at a campus or site other than where you have previously been required to perform your duties. (i.e previously located at City Campus and now located at Bundoora campus).

AND:

- A) Are relocating to a residence that is closer to your new place of work; OR
- B) In the case of a commuter, relocating to a residence that is more convenient for you to be able to access public transport to attend your new workplace.

You may only access this leave if you choose to relocate your permanent place of residence as a direct result of being required to perform your duties at an alternate location.

How much changing residence leave can I access?

Eligible employees are entitled to two days of paid leave on each occasion.

How do I go about taking changing residence leave?

- You will be notified as part of discussions regarding the relocation of work duties that you are potentially entitled to Changing Residence Leave.
- Should you meet the eligibility criteria outlined above, obtain approval for the dates of leave from your line manager by email. Ensure the email includes how you meet the eligibility criteria for Changing Residence Leave.
- Following manager approval, send the approval email to People Connect, along with the dates of leave.
- The leave will be processed in Workday by the People Connect team.
- Following the leave/move, update your address details in Workday.

More information

- [Find your agreement or award here: Enterprise Agreements and Bargaining](#)
- [For further information or to log a ticket, contact People Connect](#)

Document history

Version	Effective date	Authority	Author
1.0	28 April 2023	Leave and Public Holidays Policy	Principal Advisor - Employee Relations