

# Relocation Leave Guideline

## What is it?

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

## Who is this for?

All continuing and fixed-term employees of RMIT University, covered by the RMIT University Enterprise Agreement 2024 (**University Agreement**).

## Am I entitled to relocation 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 relocation 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.

### **AND:**

- A) Are relocating to a residence that is closer to your new workplace; OR
- B) In the case of a commuter by public transport, relocating to a residence that is more convenient for you to be able to access and travel by 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 relocation 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 Relocation 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 Relocation 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 the University Agreement [Enterprise Agreements](#)

- For further information or to log a ticket, contact **People Connect**

## Document history

<b>Version</b>	<b>Effective date</b>	<b>Authority</b>	<b>Author</b>
1.0	28 April 2023	Leave and Public Holidays Policy	Principal Advisor - Employee Relations
2.0	29 November 2024	Leave and Public Holidays Policy	Senior Manager, Employee Relations