

Athlete Leave Guideline

What is it?

This guideline will help you find answers to common questions about athlete leave.

Who is this for?

All employees of RMIT University covered by the *RMIT University Enterprise Agreement 2018 (Agreement)*.

1. Am I entitled to athlete leave? How much?

If you are a continuing or fixed-term employee, and you are a competitor or accredited official in the Olympics or Commonwealth Games, you are entitled to paid leave for the period of competition plus reasonable travel time. If you are a permanent or fixed-term employee covered by the RMIT University Enterprise Agreement 2018, and you are a competitor or accredited official in some other international or interstate sporting competition, you are entitled to unpaid leave for that period. The total leave that may be taken for these purposes is up to 20 days in each year of service.

2. How do I go about taking Athlete Leave?

You need to agree the timing and frequency of this leave with your manager.

If you are taking unpaid Athlete Leave, you should inform your manager of your participation as soon as possible. You will need provide documentary evidence of your entitlement to this leave, such as a confirmation of your selection as an athlete or accredited official from the official organising body of the competition, and a minimum of 14-days' notice.

The unpaid leave, supported by your evidence should be processed in Workday.

3. More information

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

Document history

Version	Effective date	Authority	Author
1.0	16 October 2023	Leave and Public Holidays Policy	Policy and Workplace Relations