

# Religious, Cultural and Ceremonial Leave Guideline

## What is it?

This resource will help you find answers to common questions about religious, cultural and ceremonial leave.

## Who is this for?

All continuing and fixed-term employees of:

- RMIT University, covered by the:
  - *RMIT University Enterprise Agreement 2018 (University Agreement)*;
  - *RMIT Vocational Education Workplace Agreement 2019 (VE Agreement)*; and
- RMIT Training covered by the *RMIT Training and National Tertiary Education Union Enterprise Agreement 2016 (Training Agreement)*.

## What is cultural leave?

Cultural leave is a form of leave that RMIT provides for you to observe cultural, ceremonial or religious events.

If you are covered by the Training Agreement, this type of leave also allows for you to participate in community events.

## How much cultural leave am I entitled to?

If you are a continuing or fixed-term employee and you are covered by the University Agreement or the Training Agreement, you are entitled to three days of unpaid leave per calendar year.

If you are a continuing or fixed-term employee and you are covered by the VE Agreement, you are entitled to up to ten days of unpaid leave per calendar year.

## I identify as Aboriginal or Torres Strait Islander. Am I entitled to any paid cultural or ceremonial leave?

Yes. RMIT recognises that members of Aboriginal and Torres Strait Islander communities have responsibilities for a significant number of cultural and ceremonial obligations.

These include but are not limited to preparing for and attending community business, National Aboriginal and Islander Observation Committee Week functions, National Sorry Day and/or other relevant cultural duties and events and fulfilling ceremonial and community obligations.

Aboriginal or Torres Strait Islander employees, including casual employees, covered by the University Agreement or the Training Agreement are entitled to 6 days of paid leave per calendar year for the purpose of attending to cultural or ceremonial obligations of Aboriginal and Torres Strait Islander people.

Additional paid special leave may be approved by the University and as agreed with the employee.

## How do I go about taking cultural leave?

You should talk to your manager and agree the timing of the leave period, then enter it in Workday.

If you covered by the VE Agreement, your application for leave must be accompanied by documentary evidence of the activity requiring attendance from work.

## 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	Register reference
1.0	16 October 2023	Leave and Public Holidays Policy	Director, Policy & Workplace Relations	