

# Political Candidate Leave Guideline

## What is it?

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

## Who is this for?

All continuous and fixed-term employees of RMIT University covered by the *RMIT University Enterprise Agreement 2018 (University Agreement)* and RMIT Training, covered by the *RMIT Training and National Tertiary Education Union Enterprise Agreement 2016 (Training Agreement)*.

## Am I entitled to political candidate leave? How much?

If you are a continuous or fixed-term employee covered by the University Agreement or the Training Agreement, and you are a candidate for Federal or State Parliament, you are entitled to unpaid leave for all or part of the period between the close of nominations and the declaration of the poll.

If you want to access paid leave, you can apply for annual or long service leave during this period.

## How do I go about taking political candidate leave?

You need to agree the timing and duration of this leave with your manager, informing them as soon as possible.

You may be asked to provide documentary evidence of your entitlement to this leave, such as your candidate nomination papers.

You must book the leave through Workday.

## 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