

Community Service Leave Guideline

What is it?

This resource will help you find answers to common questions about community service 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)*.

Am I entitled to community service leave?

If you are a full-time or part-time continuing or fixed-term employee covered by the University Agreement, VE Agreement or Training Agreement, you are entitled to paid leave if you:

- are required as a member of a voluntary organisation called upon by a government or competent authority to assist in fire-fighting, other emergency assistance, or auxiliary operations; or
- respond to an appeal for volunteers for such assistance.

Examples of bodies that would fall within this definition include the State Emergency Services, Country Fire Authority, Red Cross, St John of God, or the RSPCA (for rescuing animals during natural disasters).

How much community service leave am I entitled to?

If you are covered by the University Agreement or Training Agreement, you will be entitled to paid leave for the duration of operations plus one additional day for recovery.

If you are covered by the VE Agreement, you are entitled to up to 38 hours paid leave for the time you are engaging in the activity, reasonable travelling time associated with the activity and reasonable rest time immediately following the activity, provided the absence is reasonable in all of the circumstances.

How do I go about taking community service leave?

You should advise your manager of your need to take leave as soon as possible and the expected duration of the leave. You may be asked to provide documentary evidence of your entitlement.

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