1. What is Personal Leave?

Personal Leave encompasses four main types of leave:

1. **Sick leave** – illness or injury of the Staff Member (not arising out of employment).
2. **Family leave** – care of a Family Member who is ill or incapacitated.
   - A family member is limited to:
     - Child
     - Spouse/Partner
     - Parent
     - Parent-in-law
     - Grandparent
     - Grandchild
     - Sibling
     - Other household member
3. **Compassionate/Bereavement leave** – due to serious illness or death of a Family Member.
4. **Moving leave** – One day’s paid leave to move residence.

2. Where can I find the current Personal Leave Policy?

The policy is located at: [http://www.hr.mq.edu.au/policy/working/leave/1703.pdf](http://www.hr.mq.edu.au/policy/working/leave/1703.pdf)

3. How is Personal Leave distributed?

From 2010, as a Staff Member accrues Personal Leave hours, they are split as follows:

<table>
<thead>
<tr>
<th>Accrued Personal Leave Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Leave – Sick (70%)</td>
</tr>
<tr>
<td>Personal Leave – Other (30%)</td>
</tr>
</tbody>
</table>

Incorporates Family, Moving and Compassionate/Bereavement Leave

4. Applying for Personal Leave – Sick

To apply for **Personal Leave – Sick**:

1. You will need to firstly provide your supervisor with a valid medical certificate for all absences over four (4) working days.
   - **Note**: Medical certificates must not be backdated, for example dated 21 October by the doctor for an absence of 7-20 October. In this case, you would apply for the first 4 days as personal - sick leave, the remaining days would need to be booked as annual leave or leave without pay.
2. Please book the leave via HR Online (see next page for details).

5. Applying for Personal Leave – Other

To apply for **Personal Leave – Other**:

1a. For **Family Leave** applications, you will need to firstly provide your supervisor with a valid medical certificate or statutory declaration for all absences over four (4) working days.
1b. For **Compassionate/Bereavement Leave** applications, a valid medical certificate, statutory declaration or death notice (for bereavement) is required for absences over four (4) working days.
1c. For **Moving Leave** applications, please inform your supervisor that you plan to apply for a maximum of one day’s leave to move residence. Remember to update your new residential address on HR Online under the Personal Details menu.
2. Please book the leave via HR Online (see next page for details).
6. Booking Personal Leave using HR Online

1. Log on to HR Online at [https://hris.mq.edu.au](https://hris.mq.edu.au)

2. Please give any medical certificates or other documentation to your supervisor prior to booking

3. Select ‘Leave’ menu

4. Select ‘Leave Request’

5. Select ‘Whole Day Leave Booking’ or ‘Part Day Leave Booking’

### For Personal Leave - Sick


7. Select start and end dates

8. Select ‘Hours’ as the Unit

9. Select ‘No’ Pay in Advance

10. Select ‘Yes’ if you have a Medical Certificate. Leave Other Doc. as ‘No’

11. Enter reason for the leave (Sick with or without certificate)

12. Click on the ‘Insert’ button. Your supervisor will be emailed advising them of your request

### Leave Request Details

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Calculation Date</th>
<th>Next Accrual Date</th>
<th>Actual Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>31-Dec-2009</td>
<td>01-Jan-2010</td>
<td>180.656</td>
</tr>
<tr>
<td>Long Service Leave</td>
<td>31-Dec-2009</td>
<td>01-Jan-2010</td>
<td>0</td>
</tr>
<tr>
<td>Personal Leave - Sick</td>
<td>31-Dec-2009</td>
<td>01-Jan-2010</td>
<td>200.656</td>
</tr>
<tr>
<td>Personal Leave - Other</td>
<td>31-Dec-2009</td>
<td>01-Jan-2010</td>
<td>656.36</td>
</tr>
</tbody>
</table>

Dates need to be entered in dd-mon-yyyy format.

### For Personal Leave - Other

6. A leave request screen will appear. Select: ‘Personal Leave - Other’

7. Select start and end dates

8. Select ‘Hours’ as the Unit

9. Select ‘No’ Pay in Advance

10. Select ‘Yes’ if you have a Medical Certificate or Other Documentation (e.g. stat. dec.)

11. Enter reason for the leave (Choose from drop-down list)

12. Click on the ‘Insert’ button. Your supervisor will be emailed advising them of your request
7. Frequently Asked Questions

1. **I am a Staff Member who is part-time and only works on Mondays and Tuesdays. I have returned to work today but was away for the last two weeks due to illness. Do I need to present a medical certificate to my supervisor?**

   A. While it is always preferable to present a medical certificate for all absences due to illness, medical certificates are only required for absences in excess of four consecutive working days. Although you were away for two weeks, only four working days were missed so no medical certificate is required in this case.

   ✔️ Supervisor is able to approve request.

2. **I have returned to work after taking two weeks compassionate leave to look after my dying father. My father subsequently passed away and I took a further week’s bereavement leave. Then according to his final wishes I took three days to scatter his ashes over his former property which is located interstate. I have supplied a statutory declaration for the whole period of leave. Is this acceptable?**

   A. Yes, as long as a death notice or statutory declaration has been provided, you are able to apply for the leave.

   ✔️ Supervisor is able to approve request providing length of time taken is reasonable.

3. **I would like to take a day off next Wednesday to move to a new residence. The removalists are only available on that day. Can my request be rejected?**

   A. The Personal Leave Policy allows for a Staff Member to take one day’s personal leave per move of residence at a day of their choosing. The Staff Member is required to give their Supervisor as much notice as possible, and update their address in the Personal Details menu of HR Online.

   ✔️ Supervisor will approve request.

4. **I will be attending my uncle’s funeral tomorrow and have applied for personal leave. The personal leave request was rejected by my supervisor. Why?**

   A. Aunts, uncles, cousins, brother-in-laws, sister-in-laws and friends are not covered by the Personal Leave Policy definition as Family Members. See Page 1 for a list of persons defined as Family Members. You may apply for annual leave for the day or use flexi-hours (where applicable).

   ❌ Personal leave request rejected by Supervisor.

5. **I have made two personal leave requests – one is to take my dog to the vet for a minor operation; the other is to accompany my child to school for a parent-teacher interview. The personal leave requests were rejected by my supervisor. Why?**

   A. Pets are not covered by the Personal Leave Policy. A child is regarded as a Family Member, however, the policy covers the unexpected care of a Family Member, not pre-determined situations such as parent-teacher interviews.

   ❌ Personal leave request rejected by Supervisor.
6. I was sick from November 16 to November 27. I have a medical certificate which covers the dates of November 16 to November 27, but I only went to the doctor and obtained the certificate on November 27. He stated that he wrote the medical certificate on November 27. I applied for the whole period as personal leave and the Supervisor rejected the request. What should I do?

A. This is referred to as a backdated medical certificate and is not acceptable. The supervisor is required to reject the request. You will then need to re-book:
   * the first four working days of the period (Nov 16-19) as personal leave – sick (no certificate).
   * the next five working days as annual leave or leave without pay (Nov 20-26).
   * the last day (Nov 27) as personal leave – sick (with certificate) as only the last day is covered by the medical certificate.

   Personal leave request rejected by Supervisor – Staff Member required to re-book as indicated above.

7. I was on annual leave last month and became ill for a week during this period of leave. I have provided a medical certificate to my Supervisor. How does this get corrected?

A. In all cases where you wish to request personal leave in the middle of an annual leave or long service leave booking, please complete and forward a paper leave form (with supporting documentation attached) to your Supervisor for approval. This will then be sent to Human Resources who will re-book the leave on your behalf. This is not corrected via HR Online.

8. I am currently on personal leave and have provided my Supervisor with a valid medical certificate that covers me until the end of the month. I am about to contact my Supervisor to say that I feel well enough to return to work tomorrow. How do we fix this in HR Online?

A. Staff Members must not return to work early without written medical evidence that they are fit to return to duties. Once you have obtained this medical evidence and presented it to your Supervisor, you will need to:
   * Reverse the whole personal leave booking.
   * Wait until the Supervisor has approved the reversal of the booking.
   * Re-book the personal leave with the reduced dates.

9. I will need to book personal leave for the next two weeks to look after my sick child who has just undergone an operation. A public holiday falls in the middle of this leave. Do I need to book around the public holiday?

A. No – all public holidays that fall within the period of personal leave will be paid as regular salary and will not be debited from your personal leave balance.

10. If I happen to use up all of my Personal Leave – Sick hours, can I then utilise hours from Personal Leave – Other?

A. If your Supervisor is happy for you to utilise these hours, then you are free to apply for leave from the other personal leave section as long as you provide appropriate supporting documentation to your Supervisor. For further advice, please contact your local Faculty or Office HR Manager.