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>
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<tbody>
<tr>
<td><strong>Personal Leave – Sick (70%)</strong></td>
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<tr>
<td><strong>Personal Leave – Other (30%)</strong></td>
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</tbody>
</table>

   Incorporates Family, Moving and Compassionate/Bereavement Leave

4. Approving Personal Leave – Sick

When a Staff Member applies for **Personal Leave – Sick**:

1. They need to give you a valid medical certificate for all absences over four (4) working days.
2. Medical certificates must not be backdated, for example dated 21 October by the doctor for an absence 7-20 October. In this case, they could 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.
3. Please send all medical certificates to the nominated officer in your Faculty/Office.

5. Approving Personal Leave – Other

When a Staff Member applies for **Personal Leave – Other**:

1. For **Family Leave** applications, a valid medical certificate or statutory declaration is required for all absences over four (4) working days.
2. 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.
3. For **Moving Leave** applications, please approve only one day’s leave per move and remind the Staff Member to update their new residential address on HR Online.
6. Booking Personal Leave using HR Online (for supervisors booking their own leave)

1. Log on to HR Online at 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

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

Dates need to be entered in dd-mon-yyyy format
7. Frequently Asked Questions

1. My Staff Member is part-time and only works Mondays and Tuesdays. They have returned to work today but were away for the last two weeks due to illness. Do they need to present a medical certificate?

A. Medical certificates are only required for absences in excess of four consecutive working days. Although this Staff Member was away for two weeks, only four working days were missed so no medical certificate is required in this case.

✓ OK to approve request.

2. I have a Staff Member who took two weeks compassionate leave to look after her dying father. The father subsequently passed away and she took a further week’s bereavement leave. Then she took three days to scatter his ashes over his former property which is located interstate. She has 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 approve the leave. If you are concerned about the length of time taken, please contact your Faculty/Office HR Manager or HR Staffing Advisor.

✓ OK to approve request.

3. One of my Staff Members wants to take a day off next Wednesday to move house and has put in a personal leave request. I would rather them organise the moving day on the weekend in their own time. Can I reject the request?

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 update their address in the Personal Details section of HR Online.

✓ OK to approve request.

4. My Staff Member will be attending his uncle’s funeral tomorrow and has applied for personal leave. What should I do?

A. You will need to reject this personal leave request. 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. The Staff Member would usually apply for annual leave for the day or use flexi-hours (where applicable).

✗ Please reject request.

5. I have received two personal leave requests from my Staff Member – one is to take their dog to the vet for a minor operation; the other is to accompany their child to school for a parent-teacher interview.

A. You will need to reject both applications – 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.

✗ Please reject request.
6. I have a Staff Member who was sick from November 16 to November 27. They have given me a medical certificate which covers the dates of November 16 to November 27, but I notice that the doctor wrote the medical certificate on November 27. What should I do?

A. This is referred to as a backdated medical certificate and is not acceptable. You will need to reject the request. Please then tell the staff member to rebook:
   * 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.

   Please reject request.

7. I have noticed this year that my Staff Member has been regularly taking time off for personal leave but never provides any supporting documentation. Is there anything I can do to have the Staff Member present medical certificates each time they take leave?

A. Please refer to the Personal Leave Policy for full details on Excessive Absenteeism. Once a Staff Member has exceeded five (5) unsupported absences within a 12 month period, you may interview the staff member and provide them with a deadline for improving their pattern of attendance. If unsupported absences continue, you may direct the Staff Member to provide supporting documentation for all absences for a specified period of time. If they fail to provide documentation, please reject the Personal Leave request and advise Human Resources.

8. My Staff Member was on annual leave last month and was ill for a week during this period of leave. They have provided me with a medical certificate. How does this get corrected?

A. In all cases where a staff member requests personal leave in the middle of an annual leave or long service leave booking, please forward a paper leave form (with supporting documentation attached) to Human Resources who will rebook the leave on behalf of the staff member. This is **not corrected via HR Online**.

9. One of my Staff Members is on personal leave and has provided a medical certificate that covers them until the end of the month. They have contacted me today to say that they feel well enough to return to work tomorrow. How do we fix this in HR Online?

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

10. My Staff Member has told me that they will need to book personal leave for the next two weeks to look after their sick child who has just undergone an operation. A public holiday falls in the middle of this leave. Do they 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 their personal leave balance.

11. If my Staff Member has used up all of their Personal Leave – Sick hours, can they utilise hours from Personal Leave – Other?

A. If you are happy for staff to utilise these hours, then you are free to approve this request as long as they provide appropriate supporting documentation. For further advice, please contact your Faculty or Office HR Manager.
8. Approved Medical Certificate Officers

**Instructions for supervisors:**

1. Your staff member will provide you with a medical certificate or other documentation. They will then apply for personal leave online indicating that they have a medical certificate or other documentation.

2. Please verify that the certificate/documentation covers the dates applied for by the staff member and that the certificate is not backdated.

3. Please approve or reject the personal leave request via HR Online (in accordance with policy).

4. Please send the medical certificate/documentation to the nominated Medical Certificate Officer as shown below.

**FACULTIES**

<table>
<thead>
<tr>
<th>FACULTY OF BUSINESS AND ECONOMICS</th>
<th>Aisling Hawkes</th>
<th>E4A 718 (from Jan 2010)</th>
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<tbody>
<tr>
<td></td>
<td>Samantha Rego</td>
<td>E4A 718 (from Jan 2010)</td>
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<tr>
<td>MACQUARIE GRADUATE SCHOOL OF MANAGEMENT</td>
<td>Anna Kamenos</td>
<td>E12B 204 (Stage 6)</td>
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<tr>
<td>FACULTY OF ARTS</td>
<td>Ursula Thurgate</td>
<td>W6A 328</td>
</tr>
<tr>
<td>FACULTY OF HUMAN SCIENCES (excluding ASAM)</td>
<td>Moira Davidson-Copping</td>
<td>X5B 386</td>
</tr>
<tr>
<td>AUSTRALIAN SCHOOL OF ADVANCED MEDICINE</td>
<td>David Vicary</td>
<td>Dow Corning L1 Suite 1</td>
</tr>
<tr>
<td>FACULTY OF SCIENCE</td>
<td>Catherine Morrissey</td>
<td>E7A 102</td>
</tr>
</tbody>
</table>

**OFFICES**

| VICE CHANCELLOR'S OFFICE                  | Jacinta Greig     | E11A 254                |
| DVC - CHIEF OPERATING OFFICER             | Val Warren        | E11A 230                |
| DVC - DEVELOPMENT & EXTERNAL RELATIONS   | Helen Keys        | E11A 227                |
| DVC - PROVOST                             | Lorraine Clark    | E11A 217                |
| DVC - RESEARCH                           | Terry Rosser      | E11A 214                |
| IT SERVICES                               | Sabrina Jayasekara| Lane Cove Road Level 3, 302 |
| FINANCIAL SERVICES                        | Michele Harris    | E11A 115                |
| OFFICE OF FACILITIES MANAGEMENT           | Kylie Ongley      | Y6A                     |
| HUMAN RESOURCES                           | Lizzie Warner     | C4B L1                  |
| ACADEMIC REGISTRAR                        | Rima Myton        | E11A 128                |
| LIBRARY                                   | Su Fernando       | Library Level 2         |
| STUDENT EXPERIENCE                        | Sandra Rogers     | Sport and Aquatic Centre |