



# Procedure

## Employee leave

**Implementation date:** 05/03/2019  
**Version:** 3.0

### Audience

Department-wide

### Purpose

This procedure provides employees and managers with the steps required to be followed when applying for or approving leave.

### Overview

This procedure aids in the management of planned and unplanned employee leave in accordance with the relevant legislation, industrial instruments and/or directives as issued by the Public Service Commission and Minister for Industrial Relations (as may be amended from time to time). It should be read in conjunction with the [Leave policy](#) and [Employee leave entitlements guideline](#) which provides a summary of the range of leave entitlements available for employees including eligibility requirements and notification requirements.

### Responsibilities

#### Employees

- Apply for the leave type which is appropriate in the circumstances and, if required, provide suitable evidence to substantiate the reason for leave.
- Submit planned leave requests in advance and with sufficient time to allow for verification of entitlements and work unit planning.
- Use approved leave for the purpose for which it was requested.
- Notify their manager, principal or supervisor of an address or telephone number where they can be contacted while on leave.
- Notify their immediate supervisor (or alternative appropriate contact point) of any unplanned absence from work as soon as possible, advising the approximate period of the absence.
- Maintain contact with their immediate supervisor to provide updates on wellbeing and expected duration of any period of unplanned leave.

#### Managers, principals and supervisors (HR delegate)

- Consider all leave requests in a timely manner and approve them on the basis that the leave applied for is appropriate for the circumstances and that a leave entitlement exists.



- Review operational requirements of the work unit or department, and determine any required relieving arrangements prior to approving leave requests.
- Review employee annual leave entitlements to ensure employees do not accrue to an excessive amount (i.e. accrual in excess of two years' leave entitlement).
- Facilitate open, supportive and honest communications with the relevant employee regarding the approval status of their leave request and possible justification for any refusal or requested amendment to a leave request.
- Make a reasonable attempt to contact employees on unplanned absences to ensure their wellbeing and clarify the circumstances of the absence.
- Support employees by offering the confidential professional counselling service (employee assistance program) during periods of hardship or unplanned leave.
- Approve leave requests in accordance with the [HR Delegations Manual](#).

### Payroll Services

- Process leave in the payroll system.

### Process

#### Identify leave type

- Employee refers to the [Employee leave entitlements guideline](#) (and source documentation as necessary) to identify the applicable leave for their situation and the associated entitlements. If unsure, discuss with your local HR team.
- Employee confirms they have sufficient leave balance to cover the request (where applicable to the leave type).

#### 1. Application for leave

- Employee applies for the leave on the appropriate departmental form (as listed in supporting documents) or on line through [MyHR](#) (DoE employees only) (as appropriate for the leave type) providing sufficient notice of the dates requested.

## 2. Approval of leave

HR delegate to approve leave in accordance with [Employee leave entitlements guideline](#) and [HR Delegations Manual](#) (DoE employees only) in a timely manner.

### Considerations when approving leave

In approving leave, the HR delegate should give consideration to [good decision making](#) and factors such as

- eligibility requirements have been met; and
- the employee's reason for requesting the leave;
- the duration of the leave request;
- the leave type is appropriate for the purpose of the leave; and/or whether other forms of leave are available and might be more appropriate;
- the length of the employee's service;
- the impact that the leave will have on the team; and
- the impact that declining the leave will have on the employee.
- the appropriate documentation is supplied where required e.g. for sick leave.

HR delegates should ensure that they:

- balance departmental convenience with consideration of whether the employee's reason for requesting the leave is beyond their control; and
- keep consistency in mind; while situations and decisions will vary according to the situation, ensure that where possible, similar requests in similar situations have the same outcome.

### Extended special leave

Extended Special Leave may be granted in special circumstances; however, an application for extended special leave, for the purpose of anyone engaged under the [Teaching in State Education Award – State 2016](#) to undertake work in a non-state school, will not be granted.

## 3. Documentation

Work unit to retain appropriate documentation as per the leave type. e.g. medical certificate, jury notification when required.

## 4. Process leave

Payroll services processes the leave in the payroll system.

## Definitions

<b>Employee</b>	A person is an employee if they are employed under the <i>Public Service Act 2008</i> (Qld) as: <ol style="list-style-type: none"> <li>a public service officer; or</li> <li>a general employee; or</li> <li>a temporary employee</li> </ol>
<b>General employee</b>	A general employee is someone who is employed: <ol style="list-style-type: none"> <li>on tenure; or</li> <li>on a temporary basis and full-time or part-time; or</li> <li>on a casual basis</li> </ol>
<b>Public service officer</b>	A public service officer includes a person employed under the <i>Public Service Act 2008</i> (Qld) (s.8) as: <ol style="list-style-type: none"> <li>(a) a chief executive; or</li> <li>(b) a senior executive; or</li> <li>(c) an officer of another type</li> </ol>
<b>Temporary employee</b>	An employee engaged to perform work on a temporary basis whether full-time or part-time.

## Legislation

- [Public Service Act 2008 \(Qld\)](#)
- [Industrial Relations Act 2016 \(Qld\)](#)
- [Industrial Relations Regulations 2018 \(Qld\)](#)
- [Domestic and Family Violence Protection Act 2012 \(Qld\)](#)
- [Teaching in State Education Award – State 2016](#)
- [General Employees \(Qld Government Departments\) and Other Employees Award – State 2015](#)
- [Queensland Public Service Officers and Other Employees Award – State 2015](#)
- [Department of Education and Training \(Education\) Cleaners' Certified Agreement 2015](#) (DoE employees only)
- [Department of Education and Training State Schools Teachers Certified Agreement 2016](#)
- [Department of Education and Training Teacher Aide's Certified Agreement 2015](#) (DoE employees only)
- [State Government Entities Certified Agreement 2015 \('Core Agreement'\)](#)
- [Paid Parental Leave Directive \(17/18\)](#)
- [Recreation Leave Directive \(04/17\)](#)
- [Long Service Leave Directive \(11/18\)](#)

- [Special Leave Directive \(05/17\)](#)
- [Senior Officers – Employment Conditions Directive \(11/17\)](#)
- [Leave without Salary Credited as Service Directive \(15/18\)](#)
- [Sick Leave \(Directive 10/18\)](#)
- [Study and Examination Leave \(Directive 09/18\)](#)
- [Court Attendance and Jury Service \(Directive 13/14\)](#)
- [Support for Employees Affected by Domestic and Family Violence \(Directive 04/15\)](#)

## Delegations/Authorisations

- [Human Resources Delegations Manual](#) (DoE employees only)

## Related policies

- [Leave](#)
- [Flexible work arrangements](#)
- [Supporting staff affected by domestic and family violence](#) (DoE employees only)

## Related procedures

- [Cashing out annual/recreation leave](#)
- [Flexible work arrangements](#)
- [Parental leave](#)
- [Purchased leave and deferred salary scheme](#)
- [Hours of work, accrued time off, time off in lieu and timesheet arrangements for non-school based public servants](#)

## Guidelines

- [Employee leave entitlements guideline](#)

## Supporting information/websites

- [Special leave conditions and entitlements for employees in commercial offshore projects fact sheet](#)
- [Good decision making](#)
- [Payroll, timesheets and leave](#) (DoE employees only)

## Contact

For further information, in the first instance, contact your local HR team.

Should you require additional information, contact Workforce Relations – Human Resources

Email: [WorkforceRelations.HUMANRES@ged.qld.gov.au](mailto:WorkforceRelations.HUMANRES@ged.qld.gov.au)

## Review date

05/03/2022

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

- 1.0 Leave Entitlements for Employees
- 2.0 Leave Entitlements for Employees

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