Career development leave – general staff

Last updated: 29 January 2010 Policy assigned to: Director, Human Resources

This document applies to general staff:
- covered by The University of Sydney Enterprise Agreement 2009-2012 and other agreements that provide for Career Development Leave; and
- whose manager grants approval to take Career Development Leave.

It does not apply to academic staff, casual staff or staff on probation.

In this document, refer to University of Sydney (Delegations of Authority Administrative Functions) Rule 2010 for the definition of:
- School
- Head - refers to HOS/HOA

'Organisational unit' is an administrative and equivalent to a budget unit for which a HOA has responsibility.

Policy

A General staff member is entitled to convert up to five days of his or her sick leave entitlement each year to Career Development Leave.

Career Development Leave may be taken to enable staff to develop their career in a manner that is not necessarily related to their current duties or employment.

Career Development Leave is in addition to the University's existing study leave and other staff development policies.

Procedures

A Applications

Applications are submitted through the supervisor to the Head for approval. The application is to include:
- a leave application form
- a description of the career development program/activity
- details of where the career development will be undertaken
- a statement on how the leave may be beneficial to the staff member's career development
- any supplementary/supporting documentation.

B Approval

Normally the Head will either approve or not approve the application within five working days of receiving the application, notifying the staff member and forwarding the documentation to the HR Services Team.

Where the application is not approved, the Head will discuss his/her decision with the applicant and if requested provide reasons in writing.

C Statistical Reporting

The Director, Change and Development, will include in their Annual Report, statistics regarding the use of the Career Development Leave provision.

D Reporting

Where it is agreed between the Head and the staff member, the staff member may make a report/briefing of the career development opportunity to the Head and other staff members to the School/Organisational unit.

Administration

1. Background/context

This document converts the Career Development provisions of The University of Sydney Enterprise Agreement 2009-2012 into policy and procedures to enable implementation. The references to The University of Sydney Enterprise Agreement 2009-2012 were updated in January 2010.

2. Authority/consultation

This document was updated by the Deputy Vice-Chancellor (Infrastructure).

All staff were given an opportunity to comment on this document during its development.

3. Management responsibility

Director, Human Resources

4. Implementation responsibility

- Deans and Heads
- Director, Change and Development

5. Dates

Approval (version 1)	27/10/2000
Effect	27/10/2000
Review	11/8/2005
Approval (version 2)	30/11/2005
Effect	30/11/2005

6. Approval

Version 1	Professor Ken Eltis Deputy Vice-Chancellor (Planning and Resources)
Version 2	Professor Ann Brewer Acting Deputy Vice-Chancellor (Infrastructure)

7. References

- The University of Sydney Enterprise Agreement 2009-2012
- University of Sydney (Delegations of Authority Administrative Functions) Rule 2010
- NSW Anti-Discrimination Act
- NSW Freedom of Information Act

8. Signatures

Approved by:

Name

Professor Ann Brewer

Position

Acting Deputy Vice-Chancellor (Infrastructure)

Date

30 November 2005

Signature