#

**Employee Leave Entitlements Guideline**

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1. **Using this guideline**

This leave guideline provides employees (including those with staff supervisory responsibilities) with information about:

* the types of leave that are available;
* employee’s entitlements to those leave types;
* the management and use of the various types of leave; and
* for managers, principals and supervisors, what needs to be considered prior to approving leave (including their relevant HR delegation).

For the purposes of this guideline, employees covered by the [Queensland Public Service Officers and Other Employees Award – State 2015](https://www.qirc.qld.gov.au/awards/modern-awards) are referred to as public service employees. Employees covered by the [Teaching in State Education Award – State 2016](https://www.qirc.qld.gov.au/awards/modern-awards) are referred to as teachers.

This guideline is to be read in conjunction with the [Leave](https://ppr.mpe.qed.qld.gov.au/pp/leave-policy) policy, [Employee Leave](https://ppr.mpe.qed.qld.gov.au/pp/employee-leave-procedure) procedure and any relevant legislation and/or industrial instrument.

It is important that, prior to applying for or approving leave, the leave applied for is appropriate for the circumstances and that an entitlement exists.

Employees seeking information about a specific leave type, should refer to the relevant section of this guideline and then refer to any related information listed to seek further clarification as needed.

This guideline is not designed to replace or replicate information contained in legislation and/or instrument, but simply provide an overview and guidance.

In the event of any inconsistency between this guideline and legislation and/ or instruments (as amended from time to time), the provisions of the applicable legislation and/or instrument will apply.

For any questions in relation to the leave types in this guideline, please contact your local HR representative.

1. **Annual (recreation) leave**
2. **Entitlement**

Employees are entitled to annual leave (also known as recreation leave) as provided in the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063) and the [Recreation Leave Directive 04/17](https://www.forgov.qld.gov.au/documents/directive/0417/recreation-leave).

**For the purposes of this guideline, annual leave and recreation leave have the same meaning**.

The annual leave entitlement is four weeks (20 working days) for each completed year of service and a proportionate amount for an incomplete year of service.

However, officers and temporary employees who are:

* Continuous shift workers in the Southern and Eastern Region only are entitled to an additional one week annual leave per year in addition to the four weeks (20 working day) entitlement;
* Northern and Western Region (including continuous shift workers) are entitled to 25 working days (calculated in hours depending on the hours of duty prescribed) for each completed year of service and a proportionate amount for an incomplete year of service, if the employee’s headquarters are in the Northern and Western Region.

Employees only become entitled to access their annual leave entitlement after completing a full year of service. However, the employee and the department may agree that the employee can take part or all of the annual leave entitlement before becoming entitled to it.

Annual leave accumulates and is exclusive of any public holiday that falls during an employee’s period of annual leave.

Employees other than shift workers receive a leave loading calculated at the rate of 17.5%. This loading is paid in December of each year. Part-time employees accrue annual leave on a pro rata basis.

Casual employees do not accrue an entitlement to annual leave, but receive a loading in their remuneration as compensation.

The scenarios outlined below provide a guide to how employees are able to access accrued annual/recreation leave in particular circumstances.

1. **State school teachers**

Teachers employed under the [*Teaching in State Education Award – State 2016*](https://www.qirc.qld.gov.au/awards/modern-awards) (Teaching Award) are required to access their annual leave entitlement during the first four weeks of the summer vacation (or five weeks where applicable). As a consequence, accrued annual leave entitlements do not appear on teachers’ pay slips.

In addition to annual leave, under the [Teaching Award](https://www.qirc.qld.gov.au/sites/default/files/teaching_state_ed_010918_0.pdf), teachers are also entitled to paid leave during scheduled school vacations. With the exception of the first four (or five where applicable) weeks of the summer vacation, school vacation periods do not constitute annual leave.

State school teachers who temporarily assume a non-teaching role may qualify to take annual leave at times mutually convenient to them and their supervisor, subject to details contained in paragraph 6 below.

Annual leave loading of 17.5% is paid at the commencement of the summer vacation each year.

1. **Public service employees**

Public service employees only become entitled to access their annual leave entitlement after completing a full year of service. However, the employee and the department may agree that the employee can take part or all of the annual leave entitlement before becoming entitled to it.

Subject to departmental convenience, there is no specified time for the taking of leave, and no waiting period applies to the taking of leave.

While it is noted that ADO will continue to be the preferred option for absences of less than one whole working day, leave may be granted in broken periods of less than one whole working day (where it is deemed necessary)..

1. **State school teachers appointed permanently to public service positions**

The requirement to take annual leave during the summer school vacation does not apply to teachers appointed to public service positions.

Subject to departmental convenience, there is no specified time for the taking of leave, no waiting period applies to the taking of leave and leave may be granted in broken periods of not less than one whole working day.

Teachers who are appointed permanently to public service positions do not have an entitlement to paid leave during school vacation periods. However, no adjustment is made against annual leave for any school vacation taken prior to appointment in the public service position.

1. **Public service employees permanently appointed to state school teaching positions**

The public service employee should make arrangements to exhaust all their accumulated annual leave prior to taking up duty in the teaching position.

Public service employees permanently appointed to teaching positions under the [Teaching Award](https://www.qirc.qld.gov.au/awards/modern-awards) may only take annual leave during the summer school vacation period. They will also be entitled to paid leave during other scheduled school vacations.

If special circumstances exist, the teacher may apply to take the leave at a time mutually convenient to them and the department or may apply to have the annual leave cashed out in accordance with the relevant industrial instruments.

No pro-rata adjustment is made to annual leave during the summer vacation for those employees who have already taken part or all of their annual leave entitlement prior to commencing duty in teaching positions.

1. **Public service employees temporarily engaged in teaching positions**

Public service employees who work temporarily in teaching positions under the [Teaching Award](https://www.qirc.qld.gov.au/awards/modern-awards) may only take annual leave during school vacation periods. If the employee has accrued an entitlement greater than the number of summer vacation annual leave days (that is 20/25 days), the balance is credited to the employee’s annual leave account.

If special circumstances exist, employees may apply to take some of the accrued leave at a time mutually convenient to them and the department or otherwise could apply to have the accrued leave paid out to them.

1. **State school teachers temporarily engaged as public service employees**

**Short periods during the one calendar year**

A state school teacher who is temporarily engaged as a public service employee for a period of less than 12 months, and who returns to teaching duties prior to, or by the end of the school year, should not be granted annual leave during the temporary engagement period.

Upon return to teaching duties after less than 12 months, the teacher will be required to take annual leave during the summer vacation.

Paid leave during scheduled school vacations is not available to teachers while they are employed in a public service position.

**Leave for periods other than above**

A state school teacher who is temporarily employed as a public service employee for a period in excess of 12 months and/or one whose duties in the position continue over the summer vacation, may qualify to take annual leave at times mutually convenient to them and their supervisor.

No waiting period applies to the taking of leave and, subject to departmental convenience, leave may be granted in broken periods of less than one whole working day.

All annual leave accrued up to the date of ceasing duty in the public service position should be exhausted prior to returning to teaching duties. If special circumstances exist that prevent the taking of all accrued annual leave prior to the return to teaching, the teacher may apply to take the leave at a time mutually convenient to them and the department or may apply to have the annual leave cashed out in accordance with the relevant industrial instruments.

No pro-rata adjustment is made to annual leave during the summer vacation for those employees who have already taken part or all of their annual leave entitlement prior to commencing duty in teaching positions.

1. **Teacher aides**

All teacher aides are required to take annual leave during the summer vacation, beginning the first week of the six-week summer vacation, or the beginning of the second week for schools where the summer vacation is of seven weeks duration.

The period of annual leave does not include any statutory holidays that occur during the period that annual leave is taken.

Payment is calculated at the employee's ordinary award rate of pay at the time of proceeding on leave and in accordance with the provisions of the relevant award and/or enterprise agreement.

If the services of a teacher aide conclude prior to the annual leave period, the employee receives a cash equivalent of the annual leave entitlement up to the date of separation.

An application for annual leave is not required. Teacher aides may wish to ensure that their regional office is aware of a current vacation address for payment purposes, particularly those employed in schools that have a seven-week vacation period.

1. **Cleaners**

The majority of cleaners are required to take all accrued annual leave during the summer vacation. Those cleaners who are required to provide year round service take leave at a time mutually convenient to them and their manager/supervisor.

In situations where a cleaner has not worked a full year and is therefore not entitled to four weeks annual leave, unpaid special leave may be granted for the balance of the 4 week summer vacation annual leave period.

Where a cleaner takes special leave without pay during the summer vacation because of insufficient accrued annual leave, and public holidays occur during that period of leave without pay, payment is made for those public holidays.

1. **Christmas / New Year compulsory closure**

The department has a compulsory closure period over Christmas which is from 25 December to 1 January inclusive. For those employees not required to work during this period:

* one day on full pay is provided as concessional day during this period without debit to their annual leave accrual; and
* their annual/recreation leave entitlement is debited by two days during this period.

With the agreement of their manager/supervisor, an employee may choose to use normal accumulated (ADO/TOIL) hours for this closure in lieu of having their annual/recreation leave accrual debited. The appropriate human resources office should be advised of such arrangements.

Part-time employees only qualify for the concessional day when their regular ordinary hours fall on that day.

Alternative arrangements may exist for employees who are Senior Executives, Senior Officers or equivalent [(see Senior Officers – Employment Conditions (Directive 02/21).](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/senior-officers-employment-conditions-directive-0221)

1. **Taking annual leave at half pay**

Subject to service delivery requirements and financial considerations, an application by an employee (other than a state school teacher) may be approved to take annual leave at half pay.

As school based non-teaching employees are required to take their annual leave during vacation periods (normally the summer vacation period) access to half-pay annual leave is only approved outside vacation periods in exceptional circumstances.

1. **Temporary role with a different leave accrual**

Where an officer is required to work temporarily for a continuous period of more than three months in a location with a different accrual rate to the officer's normal place of work, the accrual rate is changed from the date the officer commences at the temporary location.

***Related information***

* [Recreation Leave (Directive 04/17)](https://www.forgov.qld.gov.au/documents/directive/0417/recreation-leave)
* [Higher Duties (Directive 04/20)](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/higher-duties-directive-0420)
* [Leave without Salary credited as Service (Directive 15/18)](https://www.forgov.qld.gov.au/documents/directive/1518/leave-without-salary-credited-service)
* [Christmas/New Year Compulsory Closure](https://www.forgov.qld.gov.au/directives-policies-and-guidelines) (Circular changes annually – please check for the relevant one)
1. **Personal leave: Sick leave and carer’s leave**
2. **Entitlement**

Employees, as specified below, are entitled to personal leave as provided in the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063) and the [Sick Leave (Directive 06/20)](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/sick-leave-directive-0620).

Personal leave may be taken as either sick leave or carers leave.

The personal leave entitlement is 10 working days for each completed year of service and a proportionate amount for an incomplete year of service.

An employee’s entitlement to paid personal leave accumulates progressively during a year of employment and from year to year. Personal leave is exclusive of any public holiday that falls during a period of sick leave.

An employee is entitled to use any personal leave accruals to which they have an entitlement for sick or carer’s leave purposes. An employee is entitled to take sick or carer’s leave for part of a day.

As provided in schedule one of [[Sick Leave (Directive 06/20)](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/sick-leave-directive-0620)](https://www.forgov.qld.gov.au/system/files/documents/2016-4-sick-leave.pdf?v=1452142664) newly appointed officers who are absent from duty because of illness, and who have not accumulated the necessary sick leave on full salary, may have up to 10 working days sick leave on full salary advanced to them in their first year of service. However, temporary employees and general employees are limited to their actual leave accrual.

References in this guideline to **illness** which causes an employee to be absent from work, includes **injury** which causes an employee to be absent from work.

The following employees have an entitlement to personal leave:

* public service officers
* general employees.

The following employees do not have a personal leave entitlement:

* casual employees.

Casual employees do not accrue an entitlement to personal leave, but receive a loading in their remuneration as compensation. They are however, entitled to unpaid carer’s leave in certain circumstances (see below).

Part-time employees accrue personal leave on a proportional basis to that of full-time employees.

Discretionary special leave (in accordance with [Special Leave (Directive 05/17),](https://www.forgov.qld.gov.au/system/files/documents/2017-05-special-leave.pdf?v=1490331635) or personal leave without pay, may be granted where an employee’s paid personal leave accrual has been exhausted. If a public holiday occurs during an absence on personal leave without pay, the employee is not paid for the public holiday.

1. **Personal leave taken as sick leave – notification and evidence requirements**

An employee’s entitlement to use their personal leave entitlement as sick leave is conditional on them promptly notifying their manager (or appropriate alternative contact) of:

* any illness or injury that will cause them to be absent from work; and
* the approximate time period for which they will be absent.

An application for sick leave of more than three days must be supported by sufficient evidence of the illness acceptable to the chief executive’s delegate (e.g. doctor’s certificate, health practitioner’s certificate, statutory declaration, about the nature of the illness and the approximate time period for which the employee will be absent.

Employees, who are subject to a performance management process in relation to their performance, conduct or attendance, may be asked by the department to provide a doctor’s certificate for a sick leave application of two days or less.

If an industrial instrument (such as a certified agreement) specifies a different requirement for acceptable documentation, then the requirement in the industrial instrument prevails.

1. **Illness before other leave**

If an employee becomes ill before the start of annual leave or long service leave and their illness continues into the leave, they may apply for sick leave on full pay for the period of the illness instead of the leave which had already been approved.

1. **Illness during other leave**

If an employee becomes ill after starting planned annual leave or long service leave, they may be granted sick leave for the period of the illness instead of the annual leave or long service leave which has already been approved, on the following conditions:

* they submit a written application to the department supported by acceptable documentation; and
* the period of illness is more than three working days.

For periods of leave which have been granted at half pay, the sick leave granted in lieu shall also be at half pay.

For illness during parental leave, please see the [Parental leave procedure](https://ppr.mpe.qed.qld.gov.au/pp/parental-leave-procedure).

1. **Teachers – school vacations**

An officer who is a teacher, who is absent on sick leave immediately before the start of a school vacation, is not taken to be on sick leave during that vacation, except where the teacher:

1. was, immediately before the start of the corresponding vacation in the previous year, absent on sick leave; and
2. has, since the end of that corresponding vacation in the previous year, been absent on sick leave on every day that the teacher would otherwise have been required to be on duty.
3. **Personal leave taken as carers leave**
4. **Using personal leave as carers leave**

An employee may utilise their personal leave accruals to care for or support a person:

* who is a member of the employee’s immediate family or household:
* when the person is ill; or
* because an unexpected emergency arises in relation to the person; or
* who has experienced domestic violence. (See also [Domestic and family violence leave](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/support-for-employees-affected-by-domestic-and-family-violence-directive-0320)).

Carer’s leave may be taken for part of a day.

1. **Notice and evidence requirements**

If an employee takes carers leave to care for or support a person who is ill or injured for more than three consecutive days the employee must give the department a doctor’s or a health practitioner’s certificate or statutory declaration evidencing that the person has an illness or injury requiring care or support by another person.

For any period of absence taken as carers leave an employee must give the department all of the following:

* notice of the intention to take carers leave;
* the name of the person requiring care and the person’s relationship to the employee;
* the reason for taking the leave;
* the period the employee estimates the employee will be absent; and
* if the reason for taking the leave is because an unexpected emergency has arisen - the nature of the emergency.

This information must be given to the department:

* if practicable, before the employee takes the leave; or
* otherwise at the first reasonable opportunity.
1. **Casual employees’ entitlement**

Long term casual employees are also entitled to take up to 10 days of carers leave as described above, however it is unpaid.

Short term casual employees are entitled to access up to two days carers leave each time they need to care for or support a person who is a member of the employee’s immediate family or household in the circumstances described above, however the leave is unpaid.

1. **Meritorious sick leave**

13 weeks (65 working days) of sick leave on full pay **may** be added to the employee’s sick leave account (on one occasion only) where they have completed 26 years meritorious service within the Queensland Public Sector (not including Government Owned Corporations). An application for meritorious sick leave may be refused if the chief executive is of the opinion that the employee has not completed 26 years **meritorious** service.

***Related information***

* [Sick Leave (Directive 06/20)](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/sick-leave-directive-0620)
* [Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave)
1. **Cultural leave**

Employees, as specified below, are entitled to cultural leave as provided in the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063).

Cultural leave applies to an employee who is required by Aboriginal tradition or Island custom to attend an Aboriginal or Torres Strait Islander ceremony. The employee may take up to five days unpaid cultural leave in each year.The employee must, if practicable, give the employer:

* reasonable notice of the intention to take cultural leave before taking the leave; and
* the reason for taking the leave; and
* the period that the employee estimates the employee will be absent.
1. **Long service leave**
2. **Entitlement**

Employees of the department (including casual employees who meet the relevant criteria) are entitled to long service leave on full pay as provided for in the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063) and the [Long Service Leave (Directive 11/18).](https://www.forgov.qld.gov.au/documents/directive/1118/long-service-leave)

When an employee has completed ten years of continuous service they are entitled to 1.3 calendar weeks of long service leave on full pay for each year of continuous service and a proportionate amount for an incomplete year of service.

Part-time employees accrue long service leave on a proportional basis to that of full-time employees.

Casual employees are entitled to long service leave if they have at least ten years of service that has been recognised for long service leave purposes. A casual employee’s entitlement to long service leave is calculated according to the [Long Service Leave (Directive 11/18).](https://www.forgov.qld.gov.au/documents/directive/1118/long-service-leave)

Employees (excluding casuals) are entitled to take pro-rata long service leave after seven years of continuous service.

Long service leave is exclusive of public holidays that fall during the period of leave.

1. **Taking long service leave**
2. **Minimum periods of long service Leave**

Employees other than state school teachers can access long service leave in periods of no less than one day.

State school teachers can access long service leave in periods of no less than one day per week. However, if the engagement of a replacement teacher is required, an application for long service leave must be for a minimum period of one day per week for a period of at least five weeks, so that the period of long service leave is no less than five days in total.

1. **Extension of long service leave on half pay basis**

Long service leave may be granted on half pay for any purpose.

Granting of the leave on half pay is subject to departmental convenience; however requests for leave should not be unreasonably refused.

Where granted, half pay long service leave must be taken for a minimum of one calendar week. The leave may be taken in conjunction with other forms of leave.

1. **Notice requirements**

An employee must give timely notice to their supervisor of their intention to take a period of long service leave and the department should respond to their application in a timely way. Unless exceptional circumstances apply, state school teachers should apply for long service leave at least two terms in advance. Where two terms notice is not given, the reasons for this should be documented along with any exceptional circumstances that apply to the request.

1. **Payment in advance**

Where an application for long service leave is approved and the period is one week or greater, the applicant has the option of being paid for the leave in advance or may elect to continue to receive fortnightly payments during the leave period. Where the advance option is chosen, there may be taxation implications if the period of the advance includes the end of one financial year and the beginning of the next. Payment of long service leave in advance is at the discretion of the department. Where an employee requests the pay in advance they should seek their own financial advice.

1. **Payment on termination of employment**

If an employee has an entitlement to long service leave (after ten years of continuous service) at the time that the employee’s service terminates, then they receive a payment instead of the long service leave not taken.

Employees who have completed at least seven years of continuous service (but not yet ten years of service) at the time that the employee’s service terminates, may be entitled to a proportionate payment for long service leave in the following circumstances:

* where the employee terminates his or her service because of:
* ill health or incapacity that is significant but does not qualify for ill health retirement; or
* a domestic or other pressing necessity; or
* the department:
* dismisses the employee for a reason other than the employee’s conduct, capacity or performance; or
* unfairly dismisses the employee.

Proportionate payments of long service leave will also be made to employees whose employment has been terminated in other circumstances as outlined in the [Long Service Leave (Directive 11/18).](https://www.forgov.qld.gov.au/documents/directive/1118/long-service-leave)

***Related information***

* [Recognition of Previous Service (Directive 12/18)](https://www.forgov.qld.gov.au/documents/directive/1218/recognition-previous-service)
* [Long Service Leave (Directive 11/18)](https://www.forgov.qld.gov.au/documents/directive/1118/long-service-leave)
* [Long Service Leave (Circular 04/01)](https://www.forgov.qld.gov.au/documents/circular/long-service-leave-circular-0401) –‘Domestic and other pressing necessity’
* [*Teaching in State Education Award - State 2016*](https://www.qirc.qld.gov.au/sites/default/files/teaching_state_ed_010918_0.pdf) – clause 22

1. **Domestic and family violence leave**
2. **Definition**

Domestic and family violence has the same meaning as domestic violence as defined in section 8 of the [*Domestic and Family Violence Protection Act 2012* (Qld).](https://www.legislation.qld.gov.au/view/html/inforce/2017-12-01/act-2012-005)

1. **Entitlement**

For eligibility to access this type of leave, employees are referred to the provisions of [Directive 03/20.](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/support-for-employees-affected-by-domestic-and-family-violence-directive-0320)

An employee, including a casual employee,who is affected by domestic and family violence will have access to a minimum of 10 days per year of paid leave. This leave is for the purpose of attending to matters arising from domestic and family violence or supporting a person who is affected by domestic and family violence.

The specific reasons may include but are not limited to:

* attending medical, legal, police or counselling appointments;
* attending court and other legal proceedings; and
* organising alternative accommodation, care or education arrangements;
* supporting the person affected by domestic and family violence.

Employees do not have to use other leave entitlements before accessing this leave. This leave can be taken as consecutive days, single days or a fraction of a day.

Employees may also access further paid or unpaid leave including special leave, sick leave, carers leave, recreation leave, long service leave or other accrued time to attend to matters arising from domestic and family violence. This will be in accordance with the entitlements and the directives relating to each type of leave.

1. **Evidence requirements**

Leave should be granted where the department is satisfied that the employee requires leave because the employee is affected by domestic and family violence. Leave should not be denied because of the absence of supporting documents.

When making decisions about granting this kind of leave, decision makers should keep in mind that:

* employees affected by domestic and family violence may not be in a position to provide supporting documentation. An employee’s access to leave and other support options should not be denied in the absence of supporting documentation;
* any related communications must be conducted in a sensitive and non-judgmental manner; and
* any documentation provided by the employee to the decision maker must be returned to the employee unless the employee requests otherwise.

***Additional information***

* [Support for employees affected by domestic and family violence (Directive 03/20)](https://www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/directives-policies-circulars-and-guidelines/support-for-employees-affected-by-domestic-and-family-violence-directive-0320)

1. **Parental leave**

Parental leave provisions are very detailed and provide leave entitlements covering birth-related leave, surrogacy leave,adoption leave, cultural parent leave and flexible parent leave.

The department has a separate, comprehensive [parental leave procedure](https://ppr.mpe.qed.qld.gov.au/pp/employee-leave-procedure) and guideline covering employee entitlements and the procedure to apply for each parental leave type.

1. **Jury service leave and court attendance**
2. **Entitlement**
3. **Jury service**

Employees of the department (including casual employees) are entitled to jury service leave as provided for in the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063) and the [Court Attendance and Jury Service (Directive 13/14)](https://www.forgov.qld.gov.au/documents/directive/1314/1314-court-attendance-and-jury-service).

A casual employee is only entitled to receive payment for the hours the employee would have worked if they had not been required to undertake jury service.

1. **Court attendance**

There is no specific paid leave type for court attendance. However, *Directive 13/14 Court Attendance and Jury Service* provides that employees subpoenaed or called as a witness in their official capacity or by the State or Commonwealth Government are entitled to full salary. Employees subpoenaed or called as a witness in other other circumstances, i.e. in a private capacity, may choose to access either special leave no pay, recreation leave or TOIL.

For further information about leave types which employees can take for court attendance (whether in an official or private capacity), and any claimable expenses, please review the [Court Attendance and Jury Service (Directive 13/14)](https://www.forgov.qld.gov.au/documents/directive/1314/1314-court-attendance-and-jury-service).

1. **Jury service**

An employee required to undertake jury service:

* is to be granted leave on full salary for that purpose;
* is entitled to retain any allowances received or expenses reimbursed for travel, accommodation or meals during jury duty; and
* must pay any fees received for jury service during the approved leave to the department for payment into departmental funds except where:
	+ the employee’s salary is less than the fees payable for that day, then the employee is entitled to retain the difference between the salary and the fee; and
	+ the jury service is not covered by this leave type because it falls on a public holiday, weekend or when the employee is on any other form of paid or unpaid leave.
1. **Requirements**

Employees must promptly notify the department of the dates for which they are required to attend court either as a witness or for jury service.

Where reasonable, an employee who is not required to attend court as a witness or undertake jury service for a complete day is to attend work at the earliest opportunity for the balance of their working day.

***Related information***

* [Recognition of Previous Service (Directive 12/18)](https://www.forgov.qld.gov.au/documents/directive/1218/recognition-previous-service)
* [Court Attendance and Jury Service (Directive 13/14)](https://www.forgov.qld.gov.au/documents/directive/1314/1314-court-attendance-and-jury-service)
1. **General information about special leave**

**The following kinds of leave are all ‘special leave’.**

**Special leave falls into two categories: non-discretionary and discretionary.**

1. **Non-discretionary special leave types**

The following special leave types are **non-discretionary** which means that an employee is **entitled to take the leave** when they meet the relevant criteria of the leave requirements. Details of these leave types are set out in the following sections of this guideline:

1. Election leave
2. Local government leave
3. Australian volunteers international leave
4. Declared emergency situation or disaster situation Leave
5. Defence Reserve Forces leave
6. Bereavement leave
7. Compassionate leave
8. **Discretionary special leave types**

The following special leave types are **discretionary** which means that they are **subject to the department’s approval.** Details of these leave types are set out in the following sections of this guideline:

1. Emergency or compassionate grounds leave
2. Sporting competitions leave
3. Seminars/conferences other than as an official representative leave
4. Returning officers leave
5. Floods, cyclones, bushfires etc leave
6. Emergency management courses leave
7. Attendance at emergencies leave
8. Blood, plasma and platelet donors leave
9. Pre-retirement seminars leave
10. Other exceptional circumstances leave
11. **Guidelines on granting special leave for decision makers**
12. **Special leave directive**

Managers should be familiar with the [Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave) which contains detailed information about discretionary and non-discretionary special leave.

1. **Non-discretionary special leave types**
2. **Election leave**
3. **Entitlement**

This leave is for employees who contest a state or local government election. It may be for a period of up to two months. The leave is unpaid but employees may use their annual leave or long service leave accruals during the leave period.

1. **Purpose of the leave**

Election leave is to be used for campaigning purposes.

1. **Local government leave**
2. **Entitlement**

This leave is for employees who have been elected to hold office as mayor, commissioner or chair (up to five paid days per calendar year), or other council positions (up to three paid days per calendar year) and is for attending council meetings or undertaking council business.

Additional unpaid leave may be granted as required.

1. **Purpose of the leave**

Local Government leave is to be used for attending council meetings or undertaking council business.

1. **Where employee receives payment for attending meetings**

Additional conditions apply if an employee receives payment for attending the meetings. This payment may need to be paid to the department. Employees who receive payment should refer to the [Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave) for further information and conditions of this leave type.

1. **Australian Volunteers International**
2. **Entitlement**

This leave type is for Public Service Officers only. It is unpaid leave for up to two years.

1. **Purpose of the leave**

The leave is to be used for undertaking service overseas with the Australian Volunteers International.

1. **Superannuation arrangements**

When taking this leave an officer should seek superannuation advice.

1. **Declared emergency situation or disaster situation**
2. **Paid leave entitlement when directed to assist**

This leave type is for employees who have been directed to assist in an emergency situation or a disaster situation in accordance with the [*Public Safety Preservation Act 1986* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1986-025) or the [*Disaster Management Act 2003* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-091). This leave is paid leave as required.

1. **Unpaid leave**

If employees are not entitled to receive paid leave in emergencies or disasters because they do not meet the requirements of the paid leave entitlement, they may still be entitled to unpaid ‘emergency service leave’ in an emergency or disaster situation for a period which is reasonable in the circumstances (See section 118 of the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063)for further details).

Employees requiring unpaid emergency service leave must advise the department in writing and provide evidence of the reason for the leave (ie the voluntary emergency management activity) as required by the department.

1. **Defence Reserve Forces leave**
2. **Entitlement**

This leave type is for employees who are members of the Reserve Forces.

The entitlement is for up to 32 paid calendar days per financial year for the Army Reserve, Naval Reserve and Air Reserve.

If an employee is in their first year of reserve service they are entitled to an additional 14 calendar days per financial year of paid leave to attend recruit/initial training.

Up to an additional four days per financial year is to be provided for the employee to travel to or from the training OR to participate in an advance or rear party in connection with training.

1. **Purpose of the leave**

This leave entitlement is to be used for attendance for reserve service such as training, camps, field exercises, schools, courses and/or deployment situations.

1. **Evidence and notice requirements**

Where possible, employees should provide at least three months’ notice of the leave requirement.

Employees who undertake reserve service need to provide evidence in the form of a Training or Deployment Notice to the department with their application. In addition, after the reserve service is complete, they need to provide a certificate of attendance from the Commanding Officer to the department.

Additional unpaid leave for training, deployment and travel may be provided as required.

1. **Bereavement leave**

Employees of the department (including casual employees) are entitled to bereavement leave as provided for in the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063) and the [Directive – Special Leave 05/17](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave).

1. **Entitlement**

Employees of the department (not including casual employees) are entitled to up to two days **paid** bereavement leave on the death of a member of the employee’s immediate family or household, or if the employee or their spouse is pregnant and the pregnancy ends other than by the birth of a living child.

Casual employees are entitled to up to two days **unpaid** bereavement leave on the death of a member of the employee’s immediate family or household.

All employees (including casuals) may be granted additional bereavement leave without pay if the department agrees.

If an employee (including casuals) reasonably requires extra time to travel to and from a funeral or other ceremony, then they are entitled to an amount of unpaid bereavement leave equal to the time reasonably required for the travel.

‘Immediate family’ for the purposes of this leave type is defined in clause 11 of the [Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave).

1. **Evidence requirements**

Employees need to provide evidence of the death or funeral arrangements that is satisfactory to the department – for example a published death/funeral notice or obituary.

***Related information***

[Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave)

1. **Compassionate leave**

Employees of the department (not including casual employees) are entitled to compassionate leave as provided for in the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063) and the [Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave).

1. **Entitlement**

Employees of the department (not including casual employees) are entitled to up to two days **paid** compassionate leave on each occasion when a member of the employee’s immediate family or household:

* contracts or develops a personal illness that poses a serious threat to the person’s life; or
* sustains a personal injury that poses a serious threat to the person’s life.

Casual employees are entitled to up to two days **unpaid** compassionate leave in the same circumstances.

All employees (including casuals) may be granted additional compassionate leave without pay if the department agrees.

‘Immediate family’ for the purposes of this leave type is defined in clause 11 of the [Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave).

1. **Evidence requirements**

Employees need to provide sufficient evidence to satisfy the department that the requirements for being entitled to compassionate leave have been met.

1. **Discretionary special leave – Bereavement and compassionate leave**

For information regarding the circumstances in which employees (other than casual employees) may be granted discretionary special leave (with pay) in the case of emergency, or on compassionate grounds where compassionate/ bereavement leave has been exhausted or is not available, refer to *section* [*Discretionary Special Leave types*](#_Discretionary_Special_Leave)in this guideline.”

***Related information***

[Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave)

1. **Discretionary special leave types**

***Discretionary special leave entitlement:***

**Up to five days** paid discretionary special leave **per reason per year** as determined to be appropriate by the department, or such additional leave as deemed appropriate by the department. It is not mandatory for the employee to have exhausted other forms of paid leave prior to accessing discretionary special leave. Examples of reasons could include, but are not limited to those provided below.

1. **Emergency or compassionate grounds**

Public Service Officers may be granted leave as is reasonably required, either for an emergency situation or on compassionate grounds, in circumstances where the requirements for taking compassionate leave are not met.

1. **Sporting competitions**

Public Service Officers may be granted leave for sporting competitions if they are selected as:

* a competitor, team manager or team coach of a state or national team participating at a major national or international sporting competition; or
* an umpire or referee at such competitions.
1. **Seminars, conferences other than as an official representative**

A public service officer who is not an official representative and attends a seminar, conference etc may be granted leave for the event if:

* the seminar or conference is associated with the officer’s area of employment; and
* the officer is a member of the society/association responsible for the event and/or contributes substantially to the event – for example by delivering a paper.
1. **Returning officers**

A public service officer who is appointed as a returning officer at a state election may be granted leave to discharge electoral duties.

1. **Floods, cyclones, bushfires, etc**

Employees who are prevented from attending their normal place of work because of floods, cyclones, severe storms or bushfires may be granted leave in the following circumstances:

* where it is not practicable for the employee to attend for work at another Government office;
* where the employee is absent from their usual residence on approved leave, or during a weekend, and cannot return home in time to attend their normal place of work (or it is not practicable for them to attend work at another Government office);
* where the employee is required to go home early (before the time they usually finish work) to ensure their personal safety, and/or the protection of their family and property, or
* where the employee is required to go home early (before the time they usually finish work) because the availability of transport facilities may be disrupted or discontinued because of weather or environmental conditions (eg trains and buses stopping or roadways flooding);
* where the employee needs to stay at home to safeguard their family or property;
* where the employee stays at home to have repairs undertaken and/or to clean up their property and belongings; and/or
* where an employee is travelling on transfer and is unavoidably delayed from arriving at the destination (an officer may also be allowed reasonable expenses necessarily incurred for accommodation and meals for the officer and family in these circumstances).
1. **Emergency management courses**

Employees who are selected to attend specified emergency management courses may be granted leave to attend them. See the [Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave) for further information.

1. **Attendance at emergencies**

An employee who is:

* a member of the State Emergency Service;
* a voluntary member of a local firefighting unit;
* a member of a Rural Fire Brigade;
* an auxiliary of a Fire Brigade;
* an Honorary Ambulance Officer;
* a St. John Ambulance volunteer; or
* any other emergency service volunteer,

will be granted leave when called out for emergencies or to fight fires.

1. **Blood, plasma and platelet donors**

Employees may be granted leave for the purposes of donating blood or plasma and/or platelets at a recognised facility.

1. **Pre-retirement seminars**

Employees may be granted leave to attend a pre-retirement planning seminar.

1. **Other exceptional circumstances**

This leave type can be used for different kinds of circumstances and should be granted to help employees particularly on compassionate grounds. Some examples of where it may be appropriate to grant this type of leave include (but are not limited to):

* where employees are dealing with matters related to family or domestic violence (see also Domestic and Family violence leave);
* where employees are undergoing an intensive course of medical treatment from a specialist medical practitioner;
* where employees are dealing with the terminal illness or death of a close family member;
* where an employee has been the victim of a violent crime;
* where an employee’s home and property has been affected by a natural disaster;
* where an employee is dealing with legal or medical matters relating to affirming their gender.

***Related information***

[Special Leave (Directive 05/17)](https://www.forgov.qld.gov.au/documents/directive/0517/special-leave)

**K. Extended period of special leave**

1. **Permanent employees (other than teachers)**
2. **Entitlement**
* Public service employees (officers and general employees) (excluding casual employees and fixed term temporary employees) are entitled to apply for an extended period of special leave.
* An extended period of special leave is usually unpaid but may be granted as either full pay or without pay.
* Employees need to have at least two years continuous satisfactory service immediately prior to going on leave.

Teachers are also entitled to apply for extended special leave, however the conditions vary – see Section 2.

1. **Purpose for taking an extended period of special leave**

An extended period of special leave may be granted for a purpose including, but not limited to, the following:

* Family responsibilities (an extension of parental leave and/or caring purposes).
* Travel within Australia or overseas.
* Extension of leave for Australian volunteers abroad.
* Extension of study leave or to pursue studies not covered by the ‘[Study and Research Assistance Scheme’ (SARAS)](https://ppr.mpe.qed.qld.gov.au/pp/employee-professional-development-including-study-and-research-assistance-scheme-saras-procedure).
* Employment outside the department (subject to complying with terms of the Code of Conduct, in particular, ensuring that any potential conflicts of interest are resolved to the satisfaction of the Department).
1. **Timeframe of an extended period of special leave**

Extended special leave for employees may be granted for a period of no less than three months and no more than three years.

1. **Notice requirement**

Except where an extended period of special leave is required in pressing and exceptional circumstances, a period of three months’ notice should be given prior to the commencement date.

An extended period of special leave may be extended to a period greater than three years only in exceptional circumstances where the employee is able to demonstrate that both the employee and the department will benefit.

1. **Combining special leave with other leave types**

Employees on an extended period of special leave may be granted parental leave to a maximum of 52 weeks. Then, if required, another extended period of parental leave, to a maximum of two years (104 weeks), may be granted. This provision should be read in conjunction with the [Paid Parental Leave Directive (Directive 05/20)](https://www.forgov.qld.gov.au/documents/directive/0520/paid-parental-leave) and the [*Industrial Relations Act 2016* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-063).

All accrued paid leave need not be taken before unpaid special leave is taken. However, if accrued paid leave (annual and/or long service leave) is requested as part of the total extended period of leave, it needs to be taken immediately prior to the commencement of the period of unpaid special leave.

1. **Engaging in other paid employment during unpaid special leave**

Employees granted unpaid special leave may engage in other paid employment. All employees should avoid conflicts of interest during a period of unpaid special leave and adhere to the provisions of the Code of Conduct.

1. **‘Unattach’ from position after 12 months on an extended period of special leave**

Where an employee takes special leave greater than 12 months, a manager and the employee may discuss and agree that the employee unattach from their position Refer to the [Unattach from position procedure](https://ppr.mpe.qed.qld.gov.au/pp/unattach-from-position-procedure) for further information.

1. **Ending an extended period of extended special leave early**

The department reserves the right to recall any employee from an extended period of special leave by giving them three months’ notice.

Employees returning early from an extended period of special leave should give the department at least three months’ notice of their date of return. The department may agree to reduce this notice period for an employee if the reason for returning from an extended period of special leave early merits compassionate consideration, or is because of financial difficulties.

1. **Substituting paid sick leave for extended special leave**

An application to substitute paid sick leave for a period of unpaid special leave in circumstances where the required notice of early return has not been given, will only be approved in exceptional circumstances. Consideration will be given to the length of the extended period of the special leave, the activities that were undertaken during the leave period and any compassionate circumstances that exist.

1. **Teachers**
2. **Entitlement**

Permanent teachers may make an application for an extended period of special leave.

Approval of applications for leave is at the discretion of the department and is dependent upon the department ensuring an effective service delivery continues to be provided.

1. **Special leave – general purpose and for family responsibilities**

Unpaid special leave for teachers may be categorised into two types:

* **An extended period of special leave for general purpose;** or
* **An extended period of special leave for the purpose of family responsibilities.**

***Extended period of special leave for general purposes***

An extended period of special leave for general purposes may be for reasons such as:

* Travel within Australia or overseas.
* Extension of leave for Australian volunteers abroad.
* Commercial off-shore arrangements.
* Extension of study leave or to pursue studies not covered by SARAS.
* Employment outside the department (subject to complying with terms of the Code of Conduct).
* An extended period of special leave will not be approved for the purposes of employment in:
1. non state schools in Queensland; or
2. any school outside of Queensland (in Australia or overseas).
* An extended period of special leave is approved subject to departmental convenience.
* An extended period of special leave may be granted for a period of no more than three years.
* An extended period of special leave may be extended to a period greater than three years only in exceptional circumstances where the teacher can show that both the teacher and the department will benefit. One clear term’s notice of such an extension is recommended. There is no guarantee that an extension will be given.
* The length of the leave applied for should align with a period relating to the school year, that is, for a period that is based on full school terms or school year(s).
* Teachers are encouraged to take leave encompassing full school year(s), with applicants returning to work at the start of a school year.

***Extended period of leave for the purpose of family responsibilities***

An extended period of leave for the **purpose of family responsibilities** may be for reasons such as:

* Carer responsibilities.
* Parental responsibilities.
* The **total period** of continuous leave for the purpose of family responsibilities cannot exceed seven years.
* The **types of leave** that may form part of the total period of continuous leave for the purpose of family responsibilities, may include, but are not limited to, parental leave, sick leave or sick leave for carers responsibility, annual leave, long service leave, special leave without pay.
* Teachers who are on an extended period of leave for the purpose of family responsibilities are entitled to access a period of parental leave of up to two years (104 weeks) and to then return to their agreed period of leave for the purpose of family responsibilities at the completion of the parental leave entitlement.
* The length of the leave applied for should, where possible, align with a period relating to the school year, that is, for a period that is based on full school terms or school year(s).
* Teachers are encouraged to take leave encompassing full school year(s), with applicants returning to work at the start of a school year.
* An extended period of special leave for the purpose of family responsibilities may be granted to care for:
	+ a dependent child of the employee; or
	+ any other immediate family member who is in need of care because of illness
* Immediate family includes:
	+ The employee’s spouse; and
	+ A child, ex-nuptual child, stepchild, adopted child, foster child, ex-foster child, parent, grandparent, grandchild or sibling of the employee or employee’s spouse.
1. **Evidence requirements – special leave for the purpose of family responsibilities**

Applicants seeking a period of extended special leave without pay, as part of their leave for family responsibilities should provide documentary evidence of the need for such leave. This includes but is not limited to the following:

* To care for a dependent child who has not yet reached the age for compulsory schooling under the [*Education (General Provisions) Act 2006* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039):
	+ the birth certificate of a child who is a dependant; and
	+ a statutory declaration in which the applicant states that they are the primary care giver for the dependent child.
* To care for an immediate family member:
	+ Documentation satisfactory to the delegated approving officer, for example, a medical certificate, evidencing that an immediate family member is ill with an illness requiring care by the employee; and
	+ a statutory declaration in which the applicant states that they are the primary care giver for the family member.
* A primary care giver is the person who assumes the principal role of providing care and attention to the family member.
1. **Notice requirements**

Two clear school terms’ notice of the requested commencement for an extended period of special leave is required (general purpose and for purpose of family responsibilities). This is to enable the application to be considered in alignment with the school staffing cycle.

Examples of notice requirements:

* If leave is requested for term one of the school year, then the application should be lodged by the end of term two of the previous year.
* If leave is required for term three then the application should be lodged by the end of term four of the previous year.

This notice may be waived only in exceptional or compassionate circumstances.

1. **Engaging in other paid employment during unpaid special leave**

Employees granted unpaid special leave for the above purposes may engage in other paid employment. All employees should avoid conflicts of interest during a period of unpaid special leave and adhere to the provisions of the Code of Conduct.

In circumstances where an extended period of unpaid special leave has been granted (for example: to care for a relative in another state or temporary relocation outside of Queensland due to military work commitments of a spouse), and a teacher subsequently identifies a need to seek employment in another school outside of Queensland, the employee must comply with the requirements of the Department’s [Notification of Other Employment Procedure](https://ppr.mpe.qed.qld.gov.au/pp/notification-of-other-employment-procedure) and [Conflict of Interest Procedure](https://ppr.mpe.qed.qld.gov.au/pp/conflict-of-interest-procedure) prior to engaging in any secondary employment.

1. **Ending an extended period of special leave early**

The department reserves the right to recall any employee from an extended period of special leave by giving them three months’ notice. Employees seeking to return early from an extended period of special leave should give the department at least three months’ notice of their return date. The department may agree to reduce this notice period for an employee if the reason for returning from an extended period of special leave early merits compassionate consideration, or is because of financial difficulties.

Teachers requesting an early return from leave are accommodated to the extent that this is possible, and that the early return does not disadvantage other teachers. Early return is subject to the availability of vacancies within the teacher’s preferred geographic area and teaching subject/specialist areas. The department cannot guarantee that a request for early return from an extended period of special leave will be granted.

Wherever possible, an application by a teacher for early return should align with the school staffing cycle; that is, the application should be lodged by the end of term two for return at the commencement of the following school year.

1. **Returning to work from an extended period of special leave**

Teachers returning from leave may be placed in a vacancy at their most recent school or be required to transfer to another school in the same geographic area within the region. The vacancy should correspond with their teaching subject/specialist areas. Any transfer of teachers outside of the region will be according to the[Teacher Transfer Guideline](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/careers/managingyourcareer/teachertransfers) (DoE employees only).

Teachers on leave should confirm their return date in writing to their relevant regional office. This confirmation should be received by the end of term two for return at the commencement of the following school year. It is assumed that teachers will resume duty immediately following the approved end date of their extended period of special leave. Teachers will be advised prior to their recommencement date about where they will be working when they return.

Teachers who do not recommence duty following an extended period of special leave and have not obtained department approval to further extend their leave are considered to be ‘absent without authorised leave’. Disciplinary action may be taken in such cases.

1. **Substituting paid sick leave**

An application to substitute paid sick leave for a period of unpaid special leave in circumstances where the required notice of early return has not been given, will only be approved in exceptional circumstances. Consideration will be given to the length of the leave, the activities that were undertaken during the leave period and any compassionate circumstances. The Regional HR Manager will determine these requests. They will only be approved in exceptional circumstances.

1. **Payment for school vacations while on an extended period of special leave**

Teachers do not receive payment for any school vacation occurring during the extended period of special leave, including vacation periods immediately prior to resuming duty from an extended period of special leave, except if the total period of unpaid special leave was less than one term in duration. Summer vacations attract payment on a pro-rata basis, provided the teacher worked for some time during the preceding year.

1. **Other matters**

Teachers may be required to vacate departmental or other subsidised accommodation when taking an extended period of special leave.

Teachers are to provide the department with a forwarding address while on an extended period of special leave.

1. **Study and exam leave (work-related study)**

The Study and Research Assistance Scheme (SARAS) is designed to assist public service employees who are pursuing courses of study or research projects as outlined in the [Study and Examination Leave (Directive 09/18).](https://www.forgov.qld.gov.au/documents/directive/0918/study-and-examination-leave)

1. **Entitlement**
* Public service officers; and
* temporary employees engaged in the roles of public service officers (s. 150) of the [Public Sector Act 2022 (Qld)](https://www.legislation.qld.gov.au/view/whole/html/inforce/current/act-2022-034) are entitled to apply for study and exam leave.

General employees and casual employees are not entitled to apply for this type of leave.

1. **Purpose**

The purpose of this leave type is to enable employees to:

* undertake study or research (study leave); or
* to attend examinations (examination leave).

The granting of study and exam leave is subject to the demands of a particular situation and shall be taken at departmental convenience (allowing for the timing of exams).

1. **Tier system – SARAS**

The SARAS is designed to assist public service employees who are undertaking courses of study or research projects. It covers both part time and full time study:

This assistance provides financial support and leave within the following three tier system:

* Essential
* Highly desirable
* Desirable

The department has total discretion in determining whether assistance under SARAS will be provided to an applicant, and at what level it will be.

***Related information***

[Procedure: ‘Employee Professional Development Including Study and Research Assistance Scheme’](https://ppr.qed.qld.gov.au/pp/employee-professional-development-including-study-and-research-assistance-scheme-saras-procedure)

[Study and Examination Leave (Directive 09/18).](https://www.forgov.qld.gov.au/documents/directive/0918/study-and-examination-leave)