**Unattach from position – FAQs**

*These FAQs should be read in conjunction with the* [*Unattach from position*](https://ppr.mpe.qed.qld.gov.au/pp/unattach-from-position-procedure) *procedure.*

**Under what circumstances is unattaching from a position not appropriate?**

An unattach from position request cannot be considered where an employee’s absence is due to:

* sick leave
* maternity or family leave
* where they are undertaking higher duties in their current branch/work unit.

Absences due to the above reasons are not included when calculating the total absence period.

**Is there a cooling off period?**

For employees agreeing to unattach from their position, a cooling off period of 14 days is provided from the time of lodging the unattach from position form. The request should remain with the manager/principal/supervisor during the cooling off period.

**What happens if my manager and I don’t agree on unattachment?**

In the event that agreement cannot be reached and you decline to be unattached or your manager declines to support your request, the appropriate HR delegate (who may be your manager) reserves the right to limit the period of time you may be absent from your substantive position to 12 months.

If you prefer to remain against the substantive position and not be unattached, your manager may give consideration to the potential benefits you could provide the work unit and your substantive position on return to duty prior to approving further absence from your role. However, the manager still retains the right to limit the amount of time you may be absent from your position to 12 months.

You also have the right to lodge a complaint following the [managing employee complaints](https://ppr.mpe.qed.qld.gov.au/pp/managing-employee-complaints-procedure) procedure should you be unable to reach an agreement.

**What does *unattach from position* mean?**

When a permanent employee agrees to be unattached from their substantive position whilst still maintaining their permanent employment status. If an employee is vacating their permanent position for an absence, in excess of 12 months, for reasons including secondment and special leave without pay they may request to unattach from their position or the employer may seek their agreement to unattach. As a result, it means the employee has no substantive position to return to at the conclusion of their period of absence and may be given a substantive role different to that previously held.

**Under what circumstances is unattaching from a position appropriate?**

Unattaching may be considered once you have been absent from your position for a minimum of 12 months.

If you request to vacate your substantive position beyond 12 months (for circumstances such as a secondment or special leave without pay) your manager may ask you to unattach from your position. This allows your manager to fill the vacant role with another permanent employee ensuring service continuity.

***HR FAQ: Unattach from position***

**For all enquiries, contact** Talent Unit – Human Resources:
Classified teaching positions, email RecruitmentTeaching@qed.qld.gov.au
For all other employees, email Recruitment.HUMANRES@qed.qld.gov.au

**Further support**

The [employee assistance program](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/healthwellbeing/staffwellbeing/Pages/employeeassistanceprogram.aspx) is available should you feel you require further support with your decision.

**I would like to extend my special leave without pay to exceed 12 months. What do I need to do?**

Speak to your manager, principal or supervisor in the first instance to let them know you are interested in extension to your special leave without pay. The decision to approve any leave without pay request is at the discretion of your manager, principal or supervisor and considered in the context of operational needs.

If your supervisor agrees to an extension they may do so on the condition that you agree to unattach from your position.

**I have been unattached from my position. What happens when I am due to return to work?**

Upon approval of your request to unattach from position, your substantive work unit is responsible for ensuring you return to a role within that work location within the budgeted establishment (i.e. funded role).

Your absence from the work unit will be managed with consideration to timeframes and workforce mix for current and future needs.

You will be required to return to duty in the business unit from which you were unattached and if requesting transfer will be given priority status for vacancies within your current branch / region only.

It is the unit’s obligation to place you in a funded role to minimise the risk of the work unit being over the budgeted/funded establishment upon your return to duty.

**How does this apply to me?**

**I’m on a 12 month secondment and would like to extend it. What do I need to do?**

Speak to your manager, principal or supervisor in the first instance to let them know you are interested in extension.

Once you have confirmed your interest, your manager, principal or supervisor at the department you are seconded to needs to request the agreement of your releasing manager to extend your release period. The decision to agree to extend the secondment period is at the discretion of your manager, principal or supervisor. This same principle applies where you are internally seconded (i.e. undertaking role at, below or above level in another work unit in the department that is not part of your branch / unit).

Prior to considering a secondment in excess of 12 months (or extension of secondment past 12 months), your supervisors (secondment and substantive role) will discuss the extension and explore the opportunity for a permanent transfer.

If your supervisor agrees to an extension they may do so on the condition that you agree to unattach from your position.

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