

# NATURAL DISASTER LEAVE PROCEDURE



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## 1 PURPOSE

- 1.1 This procedure outlines how employees can apply for, and be granted, natural disaster leave in the case of their absence from duty as a result of floods, cyclonic disturbances, bushfires or earthquakes.

## 2 SCOPE

- 2.1 This procedure applies to all employees within CQUniversity.

## 3 PROCEDURE

- 3.1 Where the Vice-Chancellor and President, or nominee, is satisfied that conditions preclude attendance, a special leave of absence of up to three days per annum may be granted to employees who are unable to travel from their usual place of residence to attend duty. A special leave of absence may be for up to three working days per annum, on full pay and will not be chargeable to any leave account.
- 3.2 In cases where an employee is required to return home before the usual ceasing time due to floods, cyclonic disturbances, bushfires or earthquakes ensure:
- their own safety
  - the protection of their family or property, and/or
  - availability of transport facilities which may later be disrupted or discontinued because of weather conditions
- A leave of absence for the remainder of the day may be granted on full pay. Permission to cease duty must be sought from the Vice-Chancellor and President or nominee.
- 3.3 A special leave of absence may be granted in cases where an employee, who is able to attend their place of employment, advises that because of rising flood waters or an imminent bushfire, must remain at home to safeguard their property. A leave of absence of up to three working days per annum may be granted on full pay, not chargeable to any leave account if the Vice-Chancellor and President, or nominee, is satisfied that the absence is essential for that purpose. .

- 3.4 The Vice-Chancellor and President, or nominee, may grant a special leave of absence in cases where an employee is absent from their usual place of residence on approved leave or during a weekend and:
- is unable to return in sufficient time to attend their normal place of employment, or
  - it is not practicable to attend duty at another CQUniversity campus
- 3.5 A special leave of absence may be for up to three working days per annum, on full pay and will not be chargeable to any leave account.
- 3.6 In this situation, employees must contact the Vice-Chancellor and President, or nominee, to determine whether or not it is practicable to perform their duties at another campus of the University.
- 3.7 Irrespective of whether natural disaster leave is approved under conditions above, the maximum natural disaster leave which will be granted in any year on full pay will be three working days.

### **State emergency service and local fire-fighting units**

- 3.8 Registered members of the State Emergency Service and voluntary members of local firefighting units may be allowed necessary time off from University duties without the loss of salary, subject to University convenience on those occasions when called out by their organisation to attend to emergencies or to fight fires.
- 3.9 Such employees may also be granted leave on full pay (at the discretion of the Vice-Chancellor and President or nominee) to attend training courses offered by their service organisation. It is the University's expectation that local training would usually occur outside of the normal working day.

## **4 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 4.1 The Vice-Chancellor and President or nominee is responsible for ensuring appropriate approval is granted.
- 4.2 The People and Culture Directorate is responsible for monitoring, reviewing and ensuring compliance with this procedure.

### **Reporting**

- 4.3 No additional reporting is required.

### **Records management**

- 4.4 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

## **5 DEFINITIONS**

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## **6 FEEDBACK**

- 6.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 7 APPROVAL AND REVIEW DETAILS

<b>Approval and Review</b>	<b>Details</b>
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	16/03/2021

<b>Approval and Amendment History</b>	<b>Details</b>
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Amendment Authority and Date	Council 10/04/1995; Director, People and Culture 11/01/2011; Vice-Chancellor and President 29/10/2014; Vice-Chancellor and President 16/03/2018
Notes	