

PROFESSIONAL STAFF

28. SICK LEAVE

28.1 Sick leave entitlement

28.1.1 Employees other than casual employees will be entitled to paid sick leave as specified below when they are unable to attend work due to personal illness or incapacity, and do not receive workers' compensation payments in respect of the absence:

Continuous Service	Leave entitlement
(i) Less than 1 year	2 weeks credited each year*
(ii) 1 year or more	10 weeks credited each year *

Leave untaken in the year of accrual is added to an employee's entitlement on the anniversary of their appointment and remains to their credit for 12 months from that date.

***Transitional arrangements** will be: at the date the Agreement becomes effective, current continuing and fixed term employees will be credited with twenty weeks of personal leave as an opening balance. This will be their anniversary date for the purpose of credit of personal leave entitlements.

28.1.2 No payment is made in lieu of unused leave on termination.

28.1.3 The University may require an employee who has taken more than 25 days' sick leave in any one year of employment to undertake a medical examination for the purposes of obtaining an opinion on the employee's medical condition.

28.1.4 Additional paid sick leave may be approved by the relevant senior executive officer in exceptional circumstances if an employee is seriously ill and suffering substantial hardship and has used up all of their paid sick leave entitlement.

28.2 Notification and supporting evidence

28.2.1 An employee who is unable to attend work due to personal illness or incapacity must:

(a) notify their supervisor of their intended absence and its estimated duration as early as practicable on the first day of their absence (or as soon as practicable thereafter where due to exceptional circumstances notification cannot be provided on the first day of the employee's absence); and

(b) provide a medical certificate that is acceptable to the University:

- for any single period of absence of five working days or more; and
- if requested to do so, for any absence after taking five separate periods of sick leave in one year of employment without providing a medical certificate, after being notified that they have taken five such periods of leave and that certificates are required for future absences.