

Miscellaneous Leave

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 62. These rights have changed from the previous EA, with some detail being removed into CSIRO procedure as a result of the Government's bargaining policy.

1) What is the entitlement to Miscellaneous leave?

Miscellaneous leave accrues at the rate of four days per year to a maximum of 15 days (17 days for Alice Springs staff). The entitlement for part-time officers is calculated on a pro-rata basis.

2) What is the purpose of Miscellaneous leave?

Miscellaneous leave provides flexibility to meet an officer's personal circumstances and also provides leave during the annual shutdown period. The granting of Miscellaneous leave is subject to a line manager's discretion, however a line manager will not unreasonably refuse an application and must provide reasons for the decision where an application is refused. Line managers may require documentary evidence to support a request for Miscellaneous leave.

3) What are examples where Miscellaneous leave is appropriate?

- Annual shut down of laboratory or office
- Assisting or chaperoning partners, dependants, extended family members or close friends with legal or other personal matters
- Attending to cultural or religious obligations including NAIDOC day and observance of religious holidays
- Attending to matters relating to domestic or family violence
- Attending the birth of the child of the officer's partner
- Moving from an officer's usual place of residence
- Emergency household matters or repairs
- Emergency services activities
- Remaining at home during flood, bushfire emergencies etc.
- Participation in unpaid voluntary and/or community work with public benevolent institutions providing aid
- Attending court as a witness in a private capacity
- Attending as a participant in international sporting events

4) Is paid leave for caring duties and for compassionate reasons separate to Miscellaneous leave?

Yes. Carer's leave and compassionate leave entitlements are separate to Miscellaneous leave and are detailed at Clause 71 and Clause 64 respectively of the EA.

5) What if I believe I have been unreasonably refused Miscellaneous leave?

Contact a Staff Association workplace delegate or organiser for advice, and if necessary, representation.

This resource was produced by the CSIRO Staff Association and paid for by union members. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email csstaff@cpsu.org.au or visit www.cpsu-csiro.org.au

KNOW YOUR RIGHTS

Important points

- Miscellaneous leave accrues for CSIRO staff at the rate of four days per year to a maximum of 15 days. The entitlement for part-time officers is calculated on a pro-rata basis.
- Miscellaneous leave provides flexibility to meet an officer's personal circumstances and also provides leave during the annual shutdown period.
- Miscellaneous leave is subject to a line manager's discretion, however a line manager will not unreasonably refuse an application and must provide reasons for the decision where an application is refused.
- Some suitable examples of leave include cultural or religious observation, moving residences or emergency household repairs to name a few.





CSIRO STAFF ASSOCIATION

APPLICATION FOR MEMBERSHIP

I apply for membership of the CSIRO Staff Association (a section of the CPSU) and declare that the information provided is true and correct and agree that if admitted, I will abide by the Constitution and Rules of the Union.

CSIRO IDENT: _____ **DR/MR/MRS/MS/MISS/Other** (Circle one) **FIRST NAME:** _____

SURNAME: _____ **D.O.B:** _____ **M/F/Unspecified** (Circle One)

FLAGSHIP/BUSINESS UNIT: _____

SITE NAME: _____ **BUILDING:** _____ **CSOF LVL & STEP:** _____

TENURE (Indefinite or Specified): _____ **FULL or PART TIME** (Circle one) **ATSI origin YES/NO**(Circle one)

HOME ADDRESS: _____

POSTAL ADDRESS: _____

WORK EMAIL: _____

HOME EMAIL: _____

PH (Mob): _____ **(Work):** _____ **(Home):** _____

SIGNATURE: _____ **DATE:** _____

Please complete the next section of the form, then hand to your delegate or organiser, or email to csstaff@cpsu.org.au

FOR YOUR INFORMATION

To be financial, a member must have paid all subscriptions and all other amounts owed within 30 days of becoming due. In order to resign from the union, a member must give 2 weeks notice, in writing, to the union.

Privacy Statement: The CPSU uses members' personal information for membership management and services. Any personal information collected will only be used for this or a directly related purpose. In that context, we may contact you at a later date. Your personal information will not be disclosed to anyone or any organisation outside of the CPSU unless you consent or we are required to do so by law. You can access our privacy policy and any information we hold about you by calling 1300 137 636 8am to 8pm (AEST) Monday to Friday.

AUTHORISATION FOR PAYROLL DEDUCTION

TO: THE CSIRO PAY OFFICER

Please credit 0.60% of my salary to MEMBERS AND EDUCATION CREDIT UNION (MECU)/LABORATORY CREDIT UNION (LCU) from the first available pay period after receipt of this authority. This is in addition to previous authorities for deductions to MECU/LCU and should remain in force until further notice.

The amount to be deducted and credited to MECU/LCU may be varied from time to time and the amount of variation shall be as certified and advised to you by the CSIRO Staff Association office.

CSIRO IDENT: _____ **FIRST NAME:** _____ **SURNAME:** _____

D.O.B: _____ **CSOF LVL/STEP:** _____ **LOCATION:** _____

SIGNATURE: _____ **DATE:** _____