LEAVE APPLICATIONS WITHIN F&S  

Access to Leave

All staff have access to leave for a range of purposes to support their personal needs. The Facilities and Services HR team is available to provide assistance to staff with leave requirements.

Staff leave is provided for under the ANU Enterprise Agreement and the ANU’s leave policies and procedures. Refer to: http://policies.anu.edu.au/procedures/personal_leave/procedure

Please note: casual staff are not entitled to paid leave.

Leave Notification and Application Process

All absences should have prior approval from your immediate supervisor. All staff must give sufficient notice (where possible) to permit consideration of the leave application and, if approved, to enable alternative arrangements to be made for duties to be fulfilled.

A direct phone call to the employee’s immediate supervisor is the F&S preferred method of notifying absences. All staff should discuss this with their supervisor.

Entering leave on the online HORUS system is not an appropriate method of advising your supervisor of a planned or unexpected absence.

Entering Leave in HORUS

All employees must submit an online leave application (HORUS) for periods of personal or annual leave taken. It is the supervisor’s responsibility to ensure that periods of leave are entered in HORUS.

A paper leave form can only be completed for leave such as leave without pay, long service leave, leave at half pay, maternity leave. Staff in the Security Office are required to submit paper leave forms due to shift time arrangements.

Please refer to the HORUS Absence Request Job Aid from HRBS for assistance.

Personal Leave

Personal leave is most commonly provided for staff in the following circumstances:

- sick leave for recovery from personal illness or injury, and/or
- carer’s leave to care for an immediate family member or relative in the staff member’s household who is ill, injured, incapacitated, or to provide related care for a medical condition subject to a medical practitioner’s certificate.

As soon as reasonably practicable (preferably before 9:00am), staff must notify their immediate supervisor of their absence, provide the reason for the absence (eg. personal illness, carer’s leave) and advise their supervisor of the anticipated period of the absence.

Medical Certificates

An acceptable medical certificate is required for absences in excess of 5 consecutive days or 3 or more 12-hour shifts. Where considered warranted, the supervisor may require an acceptable medical certificate for any future absences.

Supervisors have a responsibility to sight the medical certificate before approving any personal leave in HORUS.

The supervisor should sign and date the certificate to state that it has been sighted. The original certificate can then be forwarded to the F&S Human Resources Team to the mail pigeon hole in the Innovations Building or via email for placing on the staff member’s personnel file.

Approval

When assessing requests for leave, supervisors will take into consideration the employee’s personal needs and the operational needs of the Division.

For More Help
F&S Human Resources facilities.hr@anu.edu.au