



### Context and Purpose

This Procedure guides the application and management of Cultural Leave in accordance with the University of South Australia Enterprise Agreement 2023 (the Agreement).

This leave is for the purpose of staff members observing holy days or attending essential religious or cultural duties associated with their particular religious faith, culture or tradition.

### Responsibility

#### Line Manager

The line manager is responsible for facilitating the cultural leave management process in accordance with this Procedure.

#### Staff Member

Staff are expected to manage their cultural leave in accordance with this Procedure.

#### The People, Talent and Culture Unit (PTC)

People, Talent and Culture is responsible for the development and continuous improvement of this Procedure.

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### Procedure

#### A. Cultural Leave

1. A staff member may be eligible to access up to two (2) days per calendar year of recreation, long service leave or leave without pay for cultural leave purposes, subject to:
  - 1.1. the provision of at least two (2) weeks' notice (wherever possible) by completing a [myHR online](#) leave request to their line manager inclusive of any travel time required; and
  - 1.2. having an entitlement to recreation or long service leave or making a request for special leave without pay.

#### B. Aboriginal or Torres Strait Islander Staff Members

2. The University acknowledges the importance of cultural obligations for Aboriginal and Torres Strait Islander staff and is committed to encouraging and enabling eligible Aboriginal and Torres Strait Islander staff to participate in cultural activities and meet their cultural obligations.
3. To be eligible for cultural leave under Clause B, you must formally identify with the University as an Aboriginal or a Torres Strait Islander or both an Aboriginal and Torres Strait Islander person. Staff can do this via the [myHR online system](#).
4. Full-time continuing and fixed-term Aboriginal and Torres Strait Islander staff are provided with ten (10) days paid leave per calendar year (pro-rata for part-time) to meet their cultural obligations.
5. The University acknowledges there may be additional obligations on Aboriginal and Torres Strait Islander staff when meeting their cultural responsibilities and any impact on their workload must be appropriately recognised during these times.

#### C. Taking Cultural Leave

6. Cultural leave must be taken in a minimum of one (1) hour periods and is not cumulative year to year.
7. Line managers are expected to demonstrate flexibility when considering applications for cultural leave.

8. Applications for cultural leave will be given fair and proper consideration and treated with respect, sensitivity, and cultural understanding. The University recognises some culturally significant events (such as Sorry Business) may not allow for the provision of at least two (2) weeks' notice.
9. The line manager may take into consideration the requirements of the University when considering a staff member's application for cultural leave.
10. Where the staff member and line manager are unable to agree on the period of leave to be granted, the application will be referred to the Executive Director: People, Talent and Culture, who will review and make a determination on the matter.
11. If requested by the University, a staff member who has applied for cultural leave will be required to provide reasonable evidence as to the nature of the activity/ceremony the staff member wishes to attend.

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**Officer Responsible for Update and Review:** Executive Director: People, Talent, and Culture

**Approved by:** Vice Chancellor

**Commencement Date:** TBD

**Review Date:** TBD

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- > Reviewed: October 2014
- > Updated: August 2017
- > Updated: July 2019
- > Updated: March 2020
- > Updated: April 2024
- > Updated: October 2024