



## Leave Provisions for Post Graduate Nursing Students

For Employees covered by the *Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020 - 2024*

### Professional Development Leave

All employees (other than casuals) are entitled to **five days'** paid professional development leave which may be used to attend conferences and seminars, in addition to other activities including research or home study.

Nurse Practitioners are entitled to a further 10 hours of paid professional leave per annum.

A day for the purposes of Professional Development Leave is the employee's normal shift length, for example an employee who usually works an 8-hour shift and takes Professional Development Leave for that shift is entitled to 8 hours payment.

**Part time employees will be paid on a pro rata basis. As an example, if an employee is contracted to work 30.4 hours per week, the entitlement to paid Professional Development Leave would be as follows:**

Pro rata hours = 0.8

$0.8 / 100 * 38 = 30.4$  hours per annum.

Pro rata hours	Total hours of entitlement per annum
1.0	40
0.9	34.2
0.8	30.4
0.7	26.6
0.6	22.8
0.5	19
0.4	15.2
0.3	11.4
0.2	7.6
0.1	3.8

## **Professional Development Leave**

Is a means to allow staff to maintain their knowledge, expertise and competence and develop the personal and professional qualities required through their professional lives and involves:

1. Reviewing practice
2. Identifying learning needs
3. Planning and participating in relevant learning activities
4. Reflecting on the value of these activities
5. Research or home study

## **Applying for Professional Development Leave**

The Employee seeking to take professional leave must apply in writing to the Employer at least **six weeks** prior to the proposed leave date. For home study the Employee's request will include details of the relevance of the study to the Employee's employment. The application shall be approved by the Employer unless there are exceptional circumstances that justify non-approval.

The Employer must, within seven days, notify the Employee in writing whether the leave request is approved. If the leave is not granted, the reasons will be included in the notification to the applicant.

## **Study Leave**

Paid study leave is available to all full time and part time employees where a component of the course is relevant to the work of the employee and/ or to support State Government initiatives to improve workforce development of priority areas of nursing and midwifery care.

Study leave may be taken as mutually agreed by, for example, four hours per week, eight hours per fortnight or blocks of 38 hours at a residential school.

A part time employee is entitled to study leave on a pro rata basis.

The Employee seeking to take study leave must apply in writing as early as possible prior to the proposed leave date and their request should include:

1. Details of the course and institution in which the Employee is enrolled or proposed to enrol
2. Details of the relevance of the course to the employee's employment

The Employer must, within seven days of the application being made, notify the Employee of whether or not the request for study leave has been approved.

Pro rata hours	Total hours of entitlement per annum
1.0	104
0.9	93.6
0.8	83.2
0.7	72.8
0.6	62.4
0.5	52.0
0.4	41.6
0.3	31.2
0.2	20.8
0.1	10.4

*Calculations based on a 26 week academic year at 4 hrs per week.*

### Examination Leave

Employees are entitled to an additional five days paid leave in any one year for the purposes of undertaking and/or preparing for examinations in a course of study.

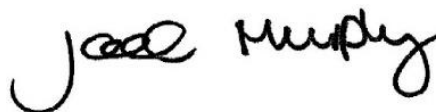
Examination leave is available to full time and part time employees who are employed to work and average (at least) three shifts or 24 hours per week. Part time employees receive the full five days.

Examination leave is available to employees who have been employed by the Employer **for 18 months immediately prior** to taking of examination leave. Examination leave shall be granted for studies which are related to classification in grades duty requirements, relevant to advancement through the career structure and to employment at the health service and would normally be undertaken in a Tertiary Institution.

The Employer will not unreasonably withhold approval for examination leave.

**Please note that none of the above mentioned types of leave accumulate from year to year.**

**Signed**



**Jade Murphy  
General Manager  
Education and Learning  
St Vincent's**

**This document has been approved by Jade Murphy General Manager Education and Learning and ratified by Sarah Hubbard IR Manager HR, April 2022**