

Absence on Official University Business Policy

Approving authority	Executive Group
Approval date	22 October 2014
Advisor	For advice on this policy, contact HR Advisory Services Human Resources hrrservices@griffith.edu.au
Next scheduled review	2018
Document URL	http://policies.griffith.edu.au/pdf/Absence on Official University Business Policy.pdf
TRIM document	2015/0000002
Description	This document sets out the University's policy in relation to approved absences on official University business.

Related documents

[Academic Studies Program Procedures](#)

[Travel Policy](#)

[\[Introduction\]](#) [\[Definition\]](#) [\[Scope\]](#) [\[Application\]](#) [\[Delegated Authorities\]](#)

1. INTRODUCTION

This policy covers the absence of staff members undertaking official university business which is part of their work at locations other than home/University for:

- periods up to and including (20) twenty working days; or
- periods greater than (20) twenty working days.

2. DEFINITION

Official business includes, but is not limited to, approved attendance at conferences; involvement in approved research activities other than at the normal place of work; or other approved duties.

This policy does not include absence associated with the Academic Studies Program.

3. SCOPE

This policy applies to all staff, other than casual staff.

4. APPLICATION

All staff absences on official University business must be approved by the relevant authorising officer prior to the absence occurring. Where a Group or Division has a specific form relating to absence on official University business, the staff member must apply for approval on that form. In the absence of a specific form, the staff member must request approval by email.

4.1 Periods up to and including Twenty (20) Working Days

Staff must request approval for an absence from the immediate supervisor. Such a request will include the purpose and duration of the absence. The supervisor will advise whether approval has been granted. The supervisor will ensure that any on-campus commitments of the staff member, particularly teaching duties, are satisfactorily covered. The supervisor will arrange for the completed form (where relevant) to be filed.

4.2 Periods Greater Than Twenty (20) Working Days

Staff must request approval for an absence from the immediate supervisor. Such a request will include the purpose and duration of the absence. The supervisor will ensure that any on-campus commitments of the staff member, particularly teaching duties, are satisfactorily covered. The supervisor will endorse the absence (or not) to the relevant approving officer.

The relevant approving officer will advise the supervisor and staff member whether the absence has been approved.

The supervisor will arrange for the completed form (where relevant) to be filed.

5. DELEGATED AUTHORITIES

Relevant supervisor of the staff member will approve (or not) requests for absence on official University business for periods up to and including twenty (20) days.

Relevant Group Dean (Academic) / Head of Element will approve (or not) request for absence on official University business for periods greater than twenty (20) days.