



GUIDELINE	
Leave Without Pay	
Scope (Staff):	All employees
Scope (Area):	Child and Adolescent Health Service (CAHS)

Aim

To provide managers and employees guidance on the application and approval of Leave Without Pay (LWOP).

Key Points

- The approval of a LWOP application will be at the discretion of CAHS subject to the relevant industrial instrument and in consideration of the factors outlined in this guideline.
- The CAHS [Authorisation Schedule](#) details the level of approval required for LWOP applications.
- Each application will be considered on its merits and may be approved providing:
 - all paid leave entitlements have been exhausted and;
 - the operational requirements of CAHS have been considered.
- LWOP may be granted to employees on fixed term contracts provided the period of leave does not extend beyond the fixed term contract end date.
- Each application for LWOP must be capable of review.

Process for Employees

- Employees must first discuss their leave requirements with their manager.
- LWOP applications cannot be done through MyHR.
 - Employees must submit an eL3 form or an L2 form from HSS.
- Managers may request that a separate written statement be provided outlining the reasons for requesting LWOP.
- Employees should note that in accordance with the relevant industrial instrument, LWOP may affect continuous service and the accrual of other leave entitlements.

Process for Managers

- When assessing applications for LWOP, managers should consider the needs of the employee and whether the granting of LWOP will assist in retaining the employee and helping them to balance work and personal responsibilities.
- Foremost, however, consideration needs to be given to the potential impact of the leave on the operational requirements of the health service including:

- the potential disruption to the operations of the relevant department;
- the impact on workloads of other team members;
- the availability of suitable replacement staff;
- the period of notice given to arrange replacement staff and;
- the potential costs of sourcing and training replacement staff.

Approval

- Applications for LWOP for up to 12 months in any continuous absence will be considered for approval.
- The granting of LWOP for a period exceeding 12 months may only be granted in extenuating circumstances giving consideration to;
 - the intentions of the employee and the reasons for requesting LWOP and;
 - the operational requirements as outlined above.
- For applications of extended periods of LWOP, such as those exceeding 12 months, CAHS may require the employee to vacate their position to allow it to be filled substantively by another employee to avoid any adverse impact on service delivery.
 - A position equivalent in pay, conditions and status will be made available to the employee on their return. This excludes those employees on extended sick leave without pay.

Leave Without Pay for Outside Employment

- Where employees apply for LWOP to work outside CAHS, but within the public sector, consideration should be given first to the option of secondment to the other employer.
- Where employees apply for LWOP to work outside both CAHS and the public sector, the request should be assessed with the additional application and approval process as per the [CAHS Outside Employment Policy](#).

Leave Without Pay for Full Time Study

- LWOP may be granted to an employee to undertake full time study in a course that is of value to CAHS or the public sector in general, or is relevant to the employee's career.
- For courses of study that exceed 12 months duration, approval to extend the period of leave without pay will be considered annually, subject to satisfactory academic progress.
- LWOP to study will only be granted provided the employee undertakes to return to work within the public sector to enable the skills/knowledge gained to benefit the public sector.
- Entitlements for LWOP for full time study and Australian Institute of Sport scholarships vary for different occupational groups.
 - Refer to the relevant industrial instrument for further information.

Parental Leave

LWOP in relation to Parental Leave is as per the relevant industrial instrument.

Compliance Monitoring

Health Support Services (HSS) will contact the delegated authority if the application does not meet the requirements of the applicable industrial instrument.

Grievance Resolution


If the employee has a concern about the outcome of their application for LWOP they should refer to the [Employee Grievance Resolution Policy \(WA Health\)](#) and the [CAHS Employee Grievance Resolution Guidelines](#).

Related internal policies, procedures and guidelines
Outside Employment (CAHS Policy Manual)
CAHS Authorisation Schedule
Employee Grievance Resolution Guidelines

References
Awards and Agreements Library

Useful resources (including related forms)
Health Support Services - Your Leave Forms

This document can be made available in alternative formats on request for a person with a disability.

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