

Aboriginal and Torres Strait Islander Professional Employees

Study Leave

Aboriginal and Torres Strait Islander Supporting Plan

A workforce that reflects our communities

ECU will extend its commitment to recruiting, supporting, and retaining staff from diverse backgrounds, maintaining an inclusive working environment that demonstrates our contribution to addressing inequities of opportunity in the University sector and the wider community.

Objective 8: Support ongoing career development for Aboriginal and Torres Strait Islander staff.

8.1 Support Aboriginal and Torres Strait Islander staff pursuing further education regardless to the alignment to current professional role.

Study Leave - Professional Employees

Aboriginal and Torres Strait Islander professional staff may be granted 5 hours of paid study leave per week (pro-rata for part-time employees) inclusive of travelling time, to participate in educational courses of study held during normal working hours.

Study leave will be approved subject to:

- The employee undertaking an acceptable study load in their own time.
- The employee making satisfactory progress with their study.

Study leave is inclusive of:

Class attendance	Independent study	Data collection
Examinations	Writing time	Supervisor meetings
Exam preparation	Research	Assignments
Other nuanced activities aligned to area of study		

Pro-rata Study Leave Equivalence

1FTE	5HRS
0.8FTE	4HRS
0.6FTE	3HRS
0.4FTE	2HRS

Study Leave Application Process

Upon an application for study leave please consult the [Human Resources Service Centre](#) on the best approach to supporting any arrangement.



Information for Managers

Establishing a learning culture within the university and investing in our employee's potential will drive our organisations staff performance and satisfaction.

By supporting Aboriginal and Torres Strait Islander employees to establish clear career paths, have access to opportunities to learn and share knowledge, we will create an environment that attracts and retains employees and ensure our staff are competitive for senior roles and meet the objectives set out in the Aboriginal and Torres Strait Islander Plan.

Managers are crucial to employee success and this guide will articulate how they can support Aboriginal and Torres Strait Islander staff throughout their career development ensuring learning is a core value within the business unit.

Frequently Asked Questions

How do employees request a study leave arrangement?



All study leave arrangements should be confirmed via email. Upon an employee's application you should request for them to outline the duration of the arrangement, provide evidence of their enrolment, and propose how many hours and day they would like to use the leave.

How do I manage business requirements? We are too busy for me to consider a study leave arrangement.

Business requirements can be demanding during certain times of the semester or year. Providing a staff member with a 5hr leave arrangement may be challenging.



Tips to managing an arrangement:

- Speak with your HR Business Partner for advice.
- Ensure your employees 'out of office' period is consistent. Having the same time/day scheduled weekly will ensure you can plan around their absence.
- If it is not feasible for an employee to be out of the office for 5hrs in one day, split the hours over multiple days.
- If multiple people are accessing study leave or have other part-time arrangements, ensure they have different 'out of office' periods to manage workload.

Why is this different to the Enterprise Agreement?

The current clause in the EBA outlines the minimum a manager can provide their employee. At your discretion you can approve arrangements that go above and beyond this clause.



Living in a post-covid world the way that we define study has changed and this provision will allow staff to study online and have more autonomy over their learning.

In line with the ECU strategic plan, goal four is 'Empowering the talent and potential of our staff.' As a learning institution, accommodating an arrangement for career development supports this priority.

Why is this consideration only for Aboriginal and Torres Strait Islander staff?

This is an educational equity consideration applied to Aboriginal and Torres Strait Islander employees to address historical exclusion and the barriers associated with career development.



Equity is defined as giving people what is needed to engage in life, work, and study equally and meaningfully. This consideration is an initiative that reprioritises opportunities and support to reduce or eliminate systemic imbalances, and barriers to power, education, information, or resources.

There is no alignment to our core business. Why should I approve a request?

If a course of study or training opportunity is aligned to the employee's career plan any development of new skills will be beneficial to your business unit, regardless of the alignment to the employee's current role.



In general, university, TAFE programs and other training offerings that will assist them in their progression will qualify under this requirement. Discretion will be used for opportunities that fall outside of this criteria.

Furthermore, completing university level study, whilst being employed at ECU provides a different level of understanding and appreciation for the work we do and may even identify ways we can improve our services.

I am not sure how to manage an arrangement. Who can I escalate the request to?



Initially, speak with your HR Business Partner about the circumstances. If they need further advice, the HR Adviser Aboriginal and Torres Strait Islander Employment will assist.