

Academic Workload Adjustment for Extended Leave

Division of Human Resources Fact Sheet

Guiding Principles

Adjustments to an academic's workload may be necessary where an academic is proceeding on a period of extended leave, which may include periods of Long Service Leave, Parental Leave or Leave without Pay. Work allocated to an employee may be reduced to reflect any significant periods of planned leave, or significant unplanned leave (e.g. sick leave).

Good communication and planning are crucial to ensure that workloads are appropriately adjusted to ensure that students are not adversely impacted by an employee taking extended leave. It is recommended that an employee immediately commence discussions with their Head of School as soon as they become aware that they will be taking extended leave, as this will ensure that appropriate arrangements can be made to cover their absence.

The following factors are critical in guiding the discussion between the employee and their supervisor when meeting to discuss workload adjustments for extended leave:

- Provide as much notice as possible to allow appropriate arrangements to be made;
- The start and finish time of the proposed leave;
- The time of year that the adjustment is sought (e.g. teaching or non-teaching periods);
- The impact any adjustment may have on students and other employees from their school;
- An employee should not be overloaded upon their return to work;
- Any impact purchased leave may have on an employee's workload;
- The right of the Head of School to make arrangements and/or adjust an employee's workload when an employee takes extended leave at short notice (e.g. family emergency or death in the family);
- The impact of the Special Studies Program (SSP) on the workload for the year;
- If you need assistance please contact your Human Resources Liaison Team for assistance.

Summary of Academic Workload Provision

Academic workloads will be fair and transparent and take into account the level and fraction of appointment and work/life balance.

Unless varied by mutual agreement, the workload allocation for teaching/research or teaching/professional staff will be:

- Maximum 60% teaching and teaching related activities;
- Minimum 30% research and/or creative/professional activity;
- Minimum 10% administration/management/ leadership.
- Employees will not:
 - Teach more than 1035 hours per year;
 - Teach more than 2 sessions per year (except by mutual agreement).

Early career academics (Levels A and B who are on probation) will not teach more than 621 hours per year.

Approved RHD work is counted as an employee's 30% research, subject to satisfactory progress.

Extended Leave

A standard workload calculation is done on the basis of 46 weeks being worked in a calendar year. The 46 weeks figure is achieved by reducing the working year by 4 weeks annual leave, plus Public Holidays.

Extended leave is any period of Long Service Leave, Parental Leave or Leave without Pay. In some instances ongoing periods of sick leave should be classified as extended leave, and therefore taken into account in workload calculations.

When extended leave is taken in a calendar year the annual workload limit is reduced proportionately by the amount of extended leave taken. The workload would be adjusted proportionately across all components of the academics workload, i.e. teaching, research and administration duties would all be adjusted to reflect the adjusted workload for the year.

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Where there is mutual agreement between a Head of School and an academic staff member there may another mix of activities for the calendar year where the extended leave has been taken.

An Example

An employee is taking ten (10) weeks Long Service Leave in a year.
Therefore, the employee will be working 36 weeks in the year, i.e. the standard 46 weeks per year less the 10 weeks extended leave.

Academic year when working 46 weeks

Teaching 60%	1035 hours
Research/professional activity 30%	
Administration 10%	

Academic year when working 36 weeks due to 10 weeks extended leave

1035 hours / 46 weeks * 36 weeks = 810 hours	
Teaching 60%	810 hours
Research/Professional activity 30%	
Administration 10%	