



Victoria University of Wellington Students' Association

Leave without Pay Policy

1. Policy:

Leave without Pay is not available to personnel as of right. It may, however, be granted, in exceptional circumstances, at the discretion of the Association Manager and/or President with delegated authority to approve such leave. Leave without Pay may be granted of up to a period of 5 days. All accrued annual leave must be used before Leave without Pay begins.

2. Purpose:

To ensure that fair and equitable leave without pay practices are applied at VUWSA.

3. Organisational Scope:

This policy applies to the following:

- President
- Vice-President (Education), Vice-President (Welfare) and Vice-President (Administration) on a pro-rata basis
- All other Executive members
- All employees of VUWSA.

4. Procedure:

4.1 *Application*

Employees and Executive members excluding the President must complete the relevant VUWSA Leave without Pay form and submit it to the Association Manager at least one month prior to the proposed commencement date of leave for Leave without Pay, providing details of the amount of time required and the reason(s) for the leave. The President must submit the relevant leave application form to the Association

Manager, Vice-President (Education), Vice-President (Welfare) or Vice-President (Administration).

4.2 Consideration of the Application

When considering the request, the Association Manager will consider the following:

- The reason for the request
- The position held by the employee or Executive member
- The length of time requested
- The employee's or Executive member's length with the organisation
- The employee's or Executive member's work performance
- The employee's or Executive member's current work attitude
- Any HR issues, where applicable
- Needs and requirements of the business
- Any other relevant consideration.

The Association Manager will advise the employee or Executive member whether or not their leave request has been approved.

If approved, the Association Manager will notify the Accounts personnel and the Leave without Pay will be recorded on the employee's or Executive members HR file.

5. References:

Holidays Act 2003

VUWSA employment agreements

6. Approval Dates:

Approved on: 3 September 2009

This version takes effect from: 7 September 2009

Drafted by: Mark Maguire and Jasmine
Freemantle

This policy will be reviewed by: 30 August 2011