

What is Personal Leave?	<p>Personal Leave may be taken in the event that an employee is ill or the employee is caring for or supporting a member of their immediate family* or same household who is ill. Personal Leave was formally called sick and carers leave.</p> <p>Personal leave may also be used if an employee or a member of their immediate family experience domestic violence and require time off to access medical, legal and support services as necessary.</p> <p><i><b>*Immediate family</b> shall mean and refer to an employee's spouse or former spouse, de facto spouse or former de facto spouse (de facto spouse includes same-sex, transgender, intersex and heterosexual partnerships); or their child or adult child (including their adopted child, step child, ex-nuptial child or foster child), parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law. Other kinship and family networks may be considered on a case by case basis, including persons for whom the employee has significant carer responsibilities.</i></p>
What is my Personal Leave entitlement?	<p>Full time employees are entitled to 15 days of personal leave per calendar year. If your employment began after 1 January of the current calendar year, your personal leave entitlement for that calendar year will be calculated on a pro-rata basis.</p> <p>Part time employees are entitled to personal leave on a pro rata basis.</p>
How do I apply for Personal Leave?	<p>You book your personal leave through <a href="#">Web Kiosk</a>.</p> <p>Part time staff without a set roster are required to apply via the <a href="#">Personal Leave form</a>.</p>
How do I find out my Personal Leave balance?	<p>Your personal leave balance can be found on <a href="#">Web Kiosk</a>.</p>
Does my unused personal leave carry over to the next year?	<p>Yes, personal leave is fully cumulative.</p>
As a casual staff member am I entitled to Personal Leave?	<p>No, casual staff are not entitled to personal leave.</p>
What should I do if I am sick?	<p>You should advise your supervisor at the earliest opportunity.</p>
Do I need a medical certificate?	<p>A medical certificate indicating the nature of the illness from which the employee or the member of their immediate family or same household is suffering must be supplied if there is an absence exceeding 3 consecutive personal leave days. The medical certificate should cover the entire duration of the leave period and the employee should not return to work before the final date on the certificate.</p>
What happens if I run out of Personal Leave?	<p>If your personal leave entitlement is exhausted you may apply for other forms of leave for which you are in credit or proceed on personal leave without pay.</p>
How does Personal Leave without pay affect my other leave accruals?	<p>Personal leave without pay counts as service for the accrual of annual leave and long service leave and further personal leave with pay.</p>
Can I take Personal Leave if I become ill while I am on Annual Leave or Long Service Leave?	<p>If you become ill while on annual leave or long service leave and you have personal leave to credit you may apply for personal leave for the period of illness during your leave and have your annual leave or long service leave re-credited.</p> <p>To be eligible to have leave re-credited you must provide a supporting medical certificate for a period of at least five (5) consecutive days before personal leave shall be granted and the leave re-credited.</p>

Is my Personal Leave paid out when I leave CSU?	No, personal leave is not paid out when you leave.
Further Details	<a href="#">Charles Sturt University Enterprise Agreement (2013 – 2016)</a>