



## Community Service Leave

As of 1 January 2010, the National Employment Standards will apply to all staff of the University of Adelaide. This fact sheet provides an outline of the Community Service Leave standard that will apply to staff of the University of Adelaide.

### What is provided for under the NES?

All staff (including casuals) are entitled to be absent from work for the purpose of performing certain community service activities.

Community Service Leave is unpaid leave except in respect of jury service.

The community service activity must be a 'voluntary emergency activity' recognised under the NES.

*For example, a staff member may be a CFS volunteer and may be called up on a high-risk bushfire day to participate in an emergency activity for the CFS, which may include fighting a bushfire.*

A staff member who wants to be absent from work to participate in a voluntary emergency activity must give their supervisor or manager notice of their absence as soon as practicable and must include in that notice the period of time it is expected that they will be absent from work.

### How long can a staff member be on Community Service Leave?

A staff member is entitled to be absent from work to engage in a voluntary emergency activity:

- For the time that the staff member is engaged in that activity, and
- For reasonable travelling time associated with that activity, and

- For a reasonable rest time immediately after the activity.

### What community service leave entitlement is provided for at the University of Adelaide?

The University of Adelaide Collective Agreement 2006—2008 (the Agreement) does not specifically provide an entitlement to community service leave, however it does provide leave for staff (other than casuals) to paid Jury Service, Witness Leave and Defence Forces Leave.

### What has changed?

From 1 January all staff will be entitled to the minimum provisions included in the NES. Entitlements that apply as part of the Agreement will also continue to apply.

The main change applies to casual staff who will have access to unpaid Community Service Leave and the new provisions of a voluntary emergency management activity.

### What if I need more information?

If you have any questions about your entitlement to Community Service Leave, please contact the HR Service Centre at: [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au) or 8313 1111.