

# Staff Who Seek Election to Parliament or Local Government Body Policy

## Section 1 - Purpose

(1) This Policy sets out Charles Sturt University's management principles on employees who nominate for election to a Parliament or a local government body.

### Scope

(2) This Policy applies to all Charles Sturt University (the University) employees.

## Section 2 - Glossary

(3) Nil.

## Section 3 - Policy

### Part A - Candidates for Election to a Parliament

(4) A member of staff who nominates for election to the Senate or the House of Representatives of the Commonwealth of Australia, or to the Legislative Council or the Legislative Assembly in the State of New South Wales or Victoria, shall:

- a. notify the Executive Director, People and Culture in writing of his/her decision to nominate as a candidate at the next election; and
- b. take special leave without pay on the usual terms and conditions applying to such leave, for at least the period from the date on which the writs for the election are issued until either:
  - i. the date on which that staff member publicly concedes defeat in the election; or
  - ii. the date upon which the poll is declared by the appropriate returning officer.

(5) A member of staff may, with the approval of the Vice-Chancellor, be granted a longer period of special leave without pay, or a period of long service leave if eligible, or a period of recreation leave, provided that all other conditions for the granting of such leave are fulfilled.

(6) A member of staff elected to Parliament of the Commonwealth of Australia or of a State shall resign from the staff of the University effective from the date on which the poll is declared by the appropriate returning officer.

### Part B - Candidates for Election to Local Government or Appointment to an Office in Local Government

(7) An employee, after notifying the Executive Director, People and Culture in writing of his/her decision to nominate for election to a local or regional Council in New South Wales or in Victoria, may continue to perform normal duties at the University.

(8) The employee may seek from the Vice-Chancellor a limited period of special leave without pay, or seek long service leave or recreation leave prior to the conduct of the poll. Any leave granted shall be on the usual terms applicable to such leave.

(9) An employee elected as a Mayor/Alderman or President/Councillor of a local or regional Council shall be eligible to apply for up to a maximum of ten (10) days of special leave per annum with pay to attend meetings of the Council. Leave with pay will only be granted when the Vice-Chancellor is satisfied that satisfactory alternative arrangements can be made to meet all assigned duties of the employee. This leave may be taken in broken lots, provided that no lot is less than one-quarter day's duration.

(10) Special leave in excess of ten (10) days per annum may be approved by the Vice-Chancellor but only as recreation or long service leave taken on conditions specified by the Vice-Chancellor.

## **Section 4 - Procedures**

(11) Nil.

## **Section 5 - Guidelines**

(12) Nil.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd May 2014
<b>Review Date</b>	30th April 2015
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	28th April 2014
<b>Expiry Date</b>	15th January 2024
<b>Unit Head</b>	Maria Crisante Executive Director, People and Culture
<b>Author</b>	Malcolm Wilson
<b>Enquiries Contact</b>	Division of People and Culture +61 2 63384884