



16. Miscellaneous Leave



CSIRO Staff Association

This is the sixteenth in a series of fact sheets to assist CSIRO union members better understand and enforce our rights at work. The source of these rights is contained at Clause 65 of the new CSIRO Enterprise Agreement 2011-2014 (EA).

What is the Miscellaneous leave entitlement?

Miscellaneous leave accrues at the rate of four days per year to a maximum of 15 days (17 days for Alice Springs staff). The entitlement for part-time officers is calculated on a pro-rata basis.

What is the purpose of Miscellaneous leave?

Miscellaneous leave provides flexibility to meet an officer's personal circumstances. The granting of Miscellaneous leave is subject to a supervisor's discretion, however a supervisor should not unreasonably refuse an application and must provide reasons for the decision where an application is refused. CSIRO may require documentary evidence to support a request for Miscellaneous leave.

What are examples where Miscellaneous leave is appropriate?

- Annual shut down (except where an officer is already on another form of leave)
- Assisting/chaperoning partners, dependants, extended family members or close friends with legal or other personal matters (circumstances which are not covered by sick and carer's leave)
- Attending the birth of the officer's partner
- Moving from an officer's usual place of residence
- Emergency household matters/repairs
- Emergency services activities
- Remaining at home during flood, bushfire emergencies etc.
- Participation in unpaid voluntary and/or community work with public benevolent institutions providing overseas and local aid
- Attending to cultural or religious obligations including NAIDOC day and observance of religious holidays which are not formally declared by CSIRO as public holidays
- Attending court as a witness in a private capacity
- Attending as a participant in international sporting events

Is paid leave for compassionate reasons separate to Miscellaneous leave?

Yes. Compassionate leave entitlements are separate to Miscellaneous leave and are detailed at Clause 66 of the EA.

What if I believe I have been unreasonably refused Miscellaneous leave?

You can contact a Staff Association delegate or organiser for advice, and if necessary, representation.