

Aboriginal and/or Torres Strait Islander Cultural and Ceremonial Leave Policy

Section 1 - Purpose

(1) The University recognises the importance for Indigenous Australian staff to fulfil cultural or ceremonial obligations in accordance with traditional customs and laws. Cultural or ceremonial obligations may include, but are not limited to: initiation, birthing and naming, funeral, smoking or cleansing and sacred site or land, sea and sky ceremonies.

Section 2 - Application

(2) This Policy applies to ongoing and fixed-term staff who identify as an Indigenous Australian.

(3) This Policy includes leave to prepare for or attend community organisation business, native title business, or National Aboriginal and Islander Day Observation Committee (NAIDOC) Week. Additional leave provisions relevant to these areas are also available in the [Personal Leave, Additional Personal Leave and Compassionate Leave Policy](#).

Section 3 - Roles and Responsibilities

Position	Responsibility
Staff member	Provides as much notice as possible of the proposed leave. Informs their Supervisor/Manager of the proposed leave. Submits an application for leave.
Supervisor/Manager	Considers a staff member's application for leave. Provides recommendation to the authorising office.
Authorising officer	Determines the final outcome of an application for leave.

Section 4 - Aboriginal and/or Torres Strait Islander Cultural and Ceremonial Leave

Entitlement

(4) Eligible staff members may be granted up to five days non-cumulative Aboriginal and/or Torres Strait Islander cultural and ceremonial leave on full pay in a 12 month period.

(5) Part-time staff are granted this leave on a proportional basis of the full-time entitlement according to the staff member's percentage of full-time employment.

Application and Approval for Aboriginal and/or Torres Strait Islander Cultural and Ceremonial Leave

(6) Eligible staff members must apply for Aboriginal and/or Torres Strait Islander cultural and ceremonial leave online for approval prior to the leave being taken or, where this is not possible, at the earliest opportunity, or upon return to work.

(7) The authorising officer may require reasonable evidence in support of an application for Aboriginal and/or Torres Strait Islander cultural and ceremonial leave.

(8) Subject to approval from the authorising officer, a staff member may take additional personal leave, accrued recreation leave, accrued long service leave or leave without pay for additional cultural and ceremonial purposes.

Section 5 - Exceptions to Policy

(9) The Vice-President (People) and Chief People Officer is authorised to approve variations to this Policy in exceptional circumstances. Any such variation will be recorded by Human Resources.

Section 6 - Definitions

Term	Definition
Indigenous Australian	Means a person of Aboriginal and/or Torres Strait Islander descent who identifies as an Aboriginal and/or Torres Strait Islander person and is accepted as such by their community.

Section 7 - Delegations

(10) Refer to [Register of Authorities and Delegations](#) (VC108, VC110) (QUT staff access only).

Status and Details

Status	Current
Effective Date	14th March 2023
Review Date	31st March 2028
Approval Authority	Vice-Chancellor and President
Approval Date	14th March 2023
Expiry Date	Not Applicable
Policy Owner	Gillian Bromley Vice-President (People) and Chief People Officer
Author	Gillian Bromley Project Manager
Enquiries Contact	Ann-Maree Waugh Associate Director, People and Workplace Relations