

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Part-Year Employment

Establishment:	Council, 29 May 1997
Last Amended:	24 March 2023
Nature of Amendment:	Administrative amendments to update language, titles and remove outdated references.
Date Last Reviewed:	
Responsible Officer:	Director, People and Culture

1. Introduction

1.1 Part-year employment (also described as the 48 week year or 48/52 employment) is an arrangement whereby members of staff may take leave without pay for a number of weeks (usually 4) per year. The resultant reduced annual salary is averaged over the whole year to produce a commensurate fortnightly salary.

1.2 The arrangement is designed to assist staff employed on a seasonal or semester basis, or who may be considering retirement or conversion to part-time employment.

2. General Principles

2.1 With the exception of casual employees, all full-time and part-time staff, whether employed on a continuing or fixed-term basis, are eligible to apply to vary the number of weeks worked per year under this policy.

2.2 Participation in this arrangement is optional. No staff member will be required to convert to part-year employment or be transferred to another position without their consent to enable its implementation.

2.3 The arrangement normally consists of working 44 weeks over a negotiated twelve month period. Within the twelve-month period the staff member is entitled to 4 weeks of paid leave in addition to the normal 4 weeks' recreation leave.

2.4 Employees granted a 48 week year will be paid at the rate of 48/52 of their substantive salary for the twelve month period.

2.5 Participation in the 48 week year arrangement will normally be for periods of one year, but longer or more permanent arrangements will be considered.

2.6 Periods of part-year employment will usually be negotiated to commence on either 1 January or 1 July in any year.

2.7 Staff are able to access greater or lesser periods of leave without pay than the 4 weeks, with approval. Such staff will be informed of the impact of this leave on their entitlements and salary before the leave is approved.

2.8 Approval of arrangements for part-year employment under this policy are subject to the operational needs of the University.

3. Leave

3.1 All periods of paid recreation, sick, long service and maternity leave taken during the period of part-year employment will be paid at the rate of 48/52 of substantive full- or part-time salary.

3.2 During the period of part-year employment, recreation, sick and long service leave will accrue at the 48/52 salary rate.

3.3 Entitlement to both recreation and additional paid leave must be taken at a mutually agreed time(s) and during the period over which agreement to participate in the arrangement has been given.

3.4 Any recreation leave entitlement accrued prior to a period of part-year employment will normally be taken at the full time rate before commencing the arrangement.

4. Superannuation

4.1 During the period of part-year employment, a participating employee will normally reduce superannuation contributions to a level based upon the actual salary paid to them for that year.

4.2 If an employee wishes to maintain superannuation contributions at their substantive rate:

4.2.1 the employee must enter into an agreement to make both the employer and employee contributions applicable to the difference between the substantive salary and the reduced salary.

4.2.2 the employer component attributable to this difference will be paid from pre-tax income, which is to the advantage of the staff member.

5. Establishment of Part-Year Positions

Taking into account their operating needs, a head of College/Portfolio/Division may create a new position in accordance with the provisions of this policy.

6. Applications

Applications for part-year employment under this policy must be submitted in writing to the Director, People and Culture through the relevant supervisor and head of College/Portfolio, and must include the following:

6.1 the proposed dates of all recreation leave to be taken during the year; and

6.2 the proposed dates of the additional paid leave to be taken during the year; and

6.3 an indication of the employee's preference with respect to the level of superannuation contributions during the year.