

# Menstruation and Menopausal Leave Procedure

## Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') supports all people who experience menstruation and menopause with the right to genuine self care.

## Section 2 - Purpose

(2) This procedure outlines Menstruation and Menopausal Leave clause 44 of the Charles Darwin University and Union Enterprise Agreement 2022 (the Agreement) and sets out how employees apply for and access the leave.

## Section 3 - Scope

(3) Employees are entitled to a maximum of five (5) days paid leave per calendar year in the event of being unable to perform work duties due to menstruation, menopause and associated symptoms.

(4) This leave is credited on 5 January each year on a pro-rata basis and is non-cumulative.

(5) Paid menstruation and menopause leave must be taken as a minimum of half a day.

(6) A medical certificate is not required to access this leave other than when the duration of absence from duty exceeds two (2) consecutive days.

(7) This leave is only to be accessed by the employee who is experiencing symptoms of menstruation or menopause. This leave is not to be accessed to provide care or support for a person experiencing these symptoms, in this instance, carers leave would need to be utilised.

## Section 4 - Procedure

### Application

(8) To apply for this leave, a request must be submitted through the Staff Online leave bookings request function.

(9) If the leave application is for more than two (2) consecutive days, a copy of the medical certificate must be provided to the supervisor.

## Section 5 - Non-Compliance

(10) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

(11) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

## Status and Details

<b>Status</b>	Not Yet Approved
<b>Effective Date</b>	To Be Advised
<b>Review Date</b>	To Be Advised
<b>Approval Authority</b>	
<b>Approval Date</b>	To Be Advised
<b>Expiry Date</b>	Not Applicable
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