

Leave Policy (MPF1343)

Call for Feedback from Employees



Introduction

The University invites all staff to participate in a consultation regarding revision to Leave Policy (MPF1343).

This policy is being updated with minor changes to clarify terminology around Long Service Leave (LSL) and related approvals. The updates are to better reflect current practice and processes at the University, which align with Health and Safety advice as well as the Enterprise Agreement and relevant legislation.

These updates align with existing University processes and Knowledge Base Articles, including:

- [KB0022277 Leave - Long Service Leave \(LSL\)](#)
- [KB0022266 Prior Service - Recognition of Prior Service](#)

Key information about this consultation

- Consultation is open to all University of Melbourne employees and students
- The revised Leave Policy (MPF1343) is available for feedback.
- The consultation is open from Friday 27 June to Friday 10 July 2026.
- All feedback can be provided by [email to employment-policy@unimelb.edu.au](mailto:employment-policy@unimelb.edu.au)

Summary of key changes

Leave Policy (MPF1343) revisions

- Simplified language in the Long Service Leave section of the paid leave table, making it easier to understand
- Clarification that staff can take a minimum of one day of Long Service Leave at a time
- Clarification of the recognition of prior service process consistent with current practice
- Change of approver to the Chief Operating Officer, in alignment with the University's Policy Framework.

Feedback

The consultation is open for **two weeks from Friday 27 June to Friday 10 July 2026**.

Feedback is welcomed and should be provided by [email to employment-policy@unimelb.edu.au](mailto:employment-policy@unimelb.edu.au).