

Human Resources Policy

Industrial relations education leave

Policy Number: C39 (QH-POL-154)

Publication date: November 2021

Purpose: To outline leave granted to employees who attend industrial relations education.

Application: This policy applies to employees working for Queensland Health.

This policy does not apply to employees of Queensland Ambulance Service. Instead, employees of Queensland Ambulance Service are to refer to their local procedures.

Delegation: The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority:

- *Human Rights Act 2019*
- Building, Engineering and Maintenance Services Employees (Queensland Government) Award – State 2016
- Health Practitioners and Dental Officers (Queensland Health) Award – State 2015
- Hospital and Health Services General Employees (Queensland Health) Award – State 2015
- Medical Officers (Queensland Health) Award – State 2015
- Nurses and Midwives (Queensland Health) Award – State 2015
- Queensland Public Service Officers and Other Employees Award – State 2015 Nurses and Midwives (Queensland Health and Department of Education) Certified Agreement (EB10) 2018

Related policy or documents:

- Queensland Government Commitment to Union Encouragement
- Special leave without pay to undertake work with relevant union HR Policy C40 (QH-POL-232)
- Individual employee grievances HR Policy E12 (QH-POL-140)
- Union encouragement HR Policy F4 (QH-POL-248)
- Union encouragement guideline (QH-GDL-248-1)

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1 Policy

Queensland Health has made a commitment to encourage union membership among its employees where such unions (registered industrial employee organisations) are parties to Queensland Health awards and certified agreements.

Industrial relations education leave is paid time off to acquire knowledge and competencies in industrial relations. Such knowledge and competencies can allow employees to effectively participate in consultative structures, perform a representative role and further the effective operation of grievance and dispute settlement procedures.

The following arrangements continue to apply:

- An employee may be granted up to five working days leave on ordinary pay (or equivalent hours), each calendar year (non-cumulative), approved by the delegate, to attend industrial relations education sessions.
- Additional leave, over and above five working days non-cumulative (or equivalent hours) in any one calendar year may be granted when approved structured employees' training courses involve more than five working days (or the equivalent hours). Such additional leave will be subject to consultation between the delegate, the relevant union and the employee.
- Upon request and subject to the approval by the delegate, employees may be granted paid time off in special circumstances to attend management committee meetings, union conferences and Australian Council of Trade Unions (ACTU) Congress.
- The granting of industrial relations education leave or any additional special leave mentioned above, is subject to the approval of the delegate and is to not impact adversely on service delivery, work requirements or the effectiveness and efficiency of the relevant work unit. Such leave is not to be unreasonably refused.
- At the discretion of the delegate, employees may be granted special leave without pay to undertake work with their union. Refer to Special leave without pay to undertake work with relevant union HR Policy C40.
- All expenses such as fares, accommodation, meals, registration fees, etc. are not to be met by Queensland Health.

2 Human Rights

Under the *Human Rights Act 2019*, decision makers have an obligation to act and make decisions in a way that is compatible with human rights, and when making a decision under this HR policy, to give proper consideration to human rights.

Section 22 of the Human Rights Act protects the right of peaceful assembly and freedom of association with others, including the right to form and join trade unions. Refer to Union Encouragement HR Policy F4.

3 Individual employee grievances

Normal grievance processes apply in accordance with the relevant award or agreement and the Individual employee grievances HR Policy E12.

History:

November 2021	<ul style="list-style-type: none"> • Policy formatted as part of the HR Policy review • Policy amended to:
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	<ul style="list-style-type: none"> - update references and naming conventions. - clarify leave arrangements - included human rights decision making
August 2015	<ul style="list-style-type: none"> • October 2009 version of policy re-enlivened as a result of the restoration of conditions under the Industrial Relation Act 1999 effective 11 June 2015.
July 2013	<ul style="list-style-type: none"> • Policy repealed as provisions of this policy are available in respective awards and agreements.
October 2009	<ul style="list-style-type: none"> • Protected IRM 11.5-4 reformatted as part of the HR policy consolidation project in accordance with EB7.
September 2002	<ul style="list-style-type: none"> • IRM 11.5-4 Industrial Relations Education Leave amended.
October 2000	<ul style="list-style-type: none"> • IRM 11.5-4 Industrial Relations Education Leave (clause 3.3 Queensland Public Health Sector Certified Agreement (No.4) 2000).
Previous	<ul style="list-style-type: none"> • IRM 11.5-4 Industrial Relations Education Leave