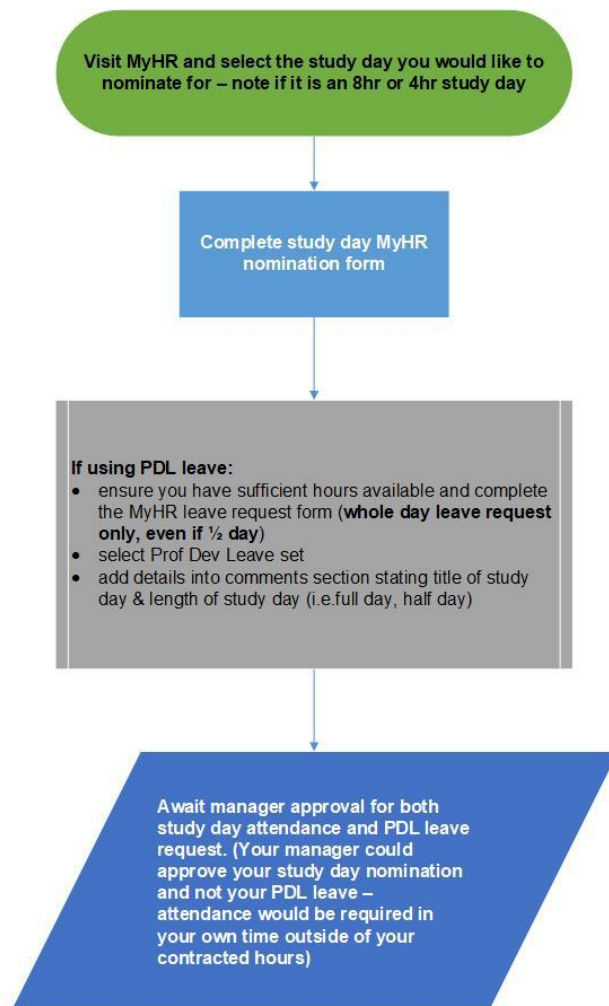




How to book professional development leave in MyHR

All full-time employees are entitled to two days of professional development leave (PDL) on commencement and a further two days of PDL on the completion of each period of 12 months service. PDL under this clause is not to be used for **mandatory** training study days. Part-time employees are entitled to PDL on a pro rata basis. (Summarisation from Clause 45 – ANF professional development leave)

*Casual staff do not accrue PDL leave but are paid for compulsory in-service and other relevant mandatory training days.



Key points

- You cannot request leave in MyHr if you have not accrued sufficient hours
- All nominations for PDL will be rejected if the Roster has already been published or if you are non-compliant with mandatory training requirements.
- If a PDL request is not submitted at the same time as a study day nomination then it is assumed the study day is in your own time.
- Do not use part day leave request as this causes problems with the calculation of pay and accrued leave - Use whole day leave request even if it is a ½ day study day – calculated hours will be used. PROF code added to Rostar
- PROF calculated hours in MyHR may be adjusted if the number of hours in Rostar is different than requested. E.g. Sharon requests PDL leave for a ½ day study day but her MyHR request was 6.94 calculated hours. The area manager inputs 4 hours PROF plus 4 hours TOIL – leave balances will be adjusted accordingly in MyHR.
- MyHr calculates hours and cannot be overridden, which could be less than a normal 8 hour shift. Unless otherwise specified if this equates to less than your normal shift the remaining hours will be “topped up” with TOIL, ADO or AL. If you have insufficient hours to “top up” the shift you will be paid for less than contracted hours that fortnight.

Example: Sharon has been approved to attend the 'More about breastfeeding' study day and to use PDL leave. This study day is 4 hours. Sharon will be paid 4 hours PDL leave and 4 hours of TOIL to make a normal shift length.

If Sharon was part time her Manager may approve her attendance as additional hours for that fortnight (discussion required). Sharon works her normal shifts in that fortnight and attends the study day as an additional shift.

If Sharon was full time the study day would replace one of her required shifts for the fortnight.