



# ECU Student Guild

## Wellness Days Policy

<b>POLICY TYPE</b>	Operational
<b>POLICY TITLE</b>	<b>Wellness Days Policy</b>
<b>POLICY OWNER</b>	Operations Manager

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## **1. INTENT**

- 1.1. The purpose of this policy is to set out the terms by which Edith Cowan University Student Guild Operational Staff can utilise Wellness Days.

## **2. ORGANISATIONAL SCOPE**

- 2.1. This policy applies to all Edith Cowan University Student Guild Operational Staff.
- 2.2. This policy will not apply to Edith Cowan University Student Guild Senate Members.

## **3. DEFINITIONS**

- 3.1. The singular includes the plural and vice-versa.
- 3.2. Words importing a gender include any other gender.
- 3.3. A reference to:
- 3.3.1. A person includes a corporation and government or statutory body or authority;
  - 3.3.2. A person includes the legal personal representatives, successors, and permitted assigns of that person; and
  - 3.3.3. A statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them by any legislative authority.
- 3.4. The word “including” and similar expressions are not words of limitation.
- 3.5. The word “under” includes by and by virtue of; as well as, pursuant to and in accordance with.

## **4. OVERVIEW**

- 4.1. ECU Student Guild is committed to caring for and supporting the Mental Health and Wellbeing of Staff and Senate.
- 4.2. It is recognised that the inherent requirements of individual roles can apply additional stress on staff members.
- 4.3. In order to support staff in managing their mental wellbeing, staff will be eligible to take up to two wellness days per annum.

## **5. POLICY**

- 5.1. Staff are eligible to take up to two wellness days per calendar year.

- 5.2. Wellness days do not need to be booked in advance. Staff members wishing to take a wellness day must call the Operations Manager the day before or before 8am on the day the Wellness day is to be taken to advise accordingly.
- 5.3. Staff are responsible for managing their diaries if a Wellness day is to be taken, including rearranging appointments or meetings or organising other staff to attend in their place.
- 5.4. Wellness days cannot be used wither side of a public holiday or in conjunction with annual or other leave unless agreed by the Operations Manager.
- 5.5. Wellness days cannot be taken back to back, nor may they be taken in the same month.
- 5.6. Wellness days will not be paid out upon resignation from the Guild.
- 5.7. Wellness days will not attract Leave Loading of 17.5%.

## 6. CONTACT INFORMATION

For queries relating to this document please contact:

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## 7. APPROVAL HISTORY

<b>Policy Approved by</b>	Senate
<b>Date Policy First Approved</b>	27/04/2020
<b>Original Motion</b>	SM2004/02 & CM/2004/01
<b>Revision History</b>	
<b>Revised by</b>	
<b>Next Revision Due</b>	April 2021