

Leaves (subject to section 1.2)**Planned leaves**

School based staff may choose to return their device for the duration of the leave (greater than 3 months) or reimburse the School for the monthly fees. In the latter case, the school will continue to pay the monthly fees and will collect reimbursement from the employee.

Departments may request that staff return their device for re-assignment during their leave. If this is not required, staff may be provided with the option to keep their device and reimburse the department the monthly service fees for the duration of their leave.

- If departments require the device back for re-deployment, they will 'report an issue' through the IT Service Portal to request the device be wiped and set up for the replacement staff member. Upon the return from leave, the same process will occur to wipe and setup the device for the permanent staff member.
- For staff who are keeping their device for the duration of their leave, the staff member must make arrangements with their school/department to pay the monthly fees throughout the leave.

Unplanned short-term leave

Departments may request that staff return their device for re-assignment during an unplanned short-term leave. If this is not required, staff may keep their device for the duration of their leave.

- If departments require the device back for re-deployment, they will 'report an issue' through the IT Service Portal to request the device be wiped and set up for the replacement staff member. Upon the return from leave, the same process will occur to wipe and setup the device for the permanent staff member.

Departments and Schools - For short-term leaves longer than 3 months, in collaboration with Abilities Management, devices should be returned unless the individual chooses to reimburse the school/department for the monthly fees for the duration of the leave.

Administrators - In cases where the individual is not able to be contacted, schools may request that the monthly charges be covered centrally after the third month by email request to the Senior Manager of Finance.

LTD or no return-to-work date

Once staff transition to LTD or an undefined return-to-work date that is likely to be longer than 3 months, they will be required to return their mobile phone (and other related technology) to IT Services.