**Unattachment Procedures**

## Associated Policy – Unattachment Policy

## Procedures

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| --- | --- | --- | --- | --- |
|  |  | Staff member is to be absent for an extended period (generally longer than 12 months) |  |  |
|  |  | 🡻 |  |  |
|  |  | Manager considers long term staffing needs of area |  |  |
|  |  | 🡻 |  |  |
|  |  | Manager, staff member, (& Representative from CIT Human Resources if necessary) discuss implications of unattachment |  |  |
|  |  | 🡻 |  |  |
|  |  | Staff member consents in writing to unattachment |  |  |
|  |  | 🡻 |  |  |
|  |  | Delegate approves unattachment |  |  |
|  |  | 🡻 |  |  |
|  |  | Copy of unattachment authorisation forwarded to Shared Services for processing |  |  |
|  |  | 🡻 |  |  |
|  |  | Manager monitors staff member’s leave / return to duty and suitable vacancies |  |  |

**Implications of Unattachment**

When a permanent employee becomes unattached they cease to hold a nominal/substantive position.

On return to the work area, an employee is required to be placed in a vacant position equal to their existing classification. They should be placed within a reasonable time of returning to duty, having regard to the interests of the efficient administration of the Canberra Institute of Technology.

The responsibility for placement of permanent employees rests primarily with the area in which the employee last held a nominal position, prior to unattachment. The placement of unattached employees in a permanent position is therefore dependent upon the availability of suitable vacancies. Areas should be aware of their responsibility to place employees and take action to ensure that positions are identified and made available to unattached employees at the earliest opportunity.

In the event that no placement can be arranged, assistance in locating a suitable position should be sought from CIT Human Resources. If all placement opportunities are exhausted, the Redeployment and Redundancy provisions of the relevant Enterprise Agreement may be initiated.