OSP Eligibility – An HR perspective

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When can I take OSP?

**New staff**: After completing three years of service (full-time equivalent) at Macquarie University.

**Existing staff**: After three years have elapsed from the end date of your last period of OSP. This is assuming that your:

- last OSP report was delivered on time
- PDR was completed for the previous year
- no leave without pay taken since last OSP
How long can I apply for?

Maximum period of six months and contained within one semester.

2 OSP windows available:

6 Dec 2014 – 26 Jul 2015 or
27 Jun 2015 - 28 Feb 2016

Maximum of two OSP’s within a seven-year period.
Are there any travel insurance implications to consider?

1. Maximum of **6 months OSP** to be covered by the University’s travel insurance policy.

2. 7 days annual leave (cumulative) permitted during the OSP without losing travel insurance protection.

3. Any leave greater than 7 days, staff member must purchase travel insurance for the **entire leave period** from STA or Campus Travel.
Can fixed-term academic staff members apply?

Yes, if they are appointed on a fixed-term contract of at least 3 years.

Must have sufficient time left in appointment to complete and submit an OSP report.
Grant-in-aids (formerly known as travel grants) are only available for staff members on **External Fellowships** and who will be at an institution outside the Sydney Metropolitan Area for a **minimum of 2 months**.

2015 Rates:  Individual - $5,370  
Partner/child w/o partner - $1,760  
Additional child - $650
Can changes be made to host institutions or OSP dates after approval?

Only in exceptional circumstances will changes be permitted.

Staff will need to complete an **OSP variation form** and provide justification to alter host institutions or OSP start & end dates (max. 6 months).

Short leave periods within OSP must be booked and approved via HR Online.
Successful OSP applicants will receive an **OSP Confirmation Form** from HR by August. It outlines the approved period, grant-in-aid details and when the OSP report is due.
When will my OSP report be due?

OSP reports are due **one calendar month** from the end date of the OSP.

The date is strictly adhered to - late reports will result in a candidate’s next OSP being delayed.

Generally a one month penalty is applied for each month the report is late.
Any HR/eligibility questions?

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