

# SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

## (PO-15) LEAVE WITHOUT PAY POLICY

Date of 1st Adoption:	5th February 2007 – Report No.04/07
Next Review Date:	<b>May 2016</b>
Reviewed:	4 <sup>th</sup> May 2015 (Annual Review) – Report 12/15 12 <sup>th</sup> May 2014 (Annual Review ) – Report No 11/14 9 <sup>th</sup> February 2012 (Annual Review) Executive Officer 4 <sup>th</sup> April 2011 (Annual Review) – Report No. 22/11 11 <sup>th</sup> February 2010 (Annual Review Executive Officer) 2 <sup>nd</sup> February 2009 (Annual Review) Report No.04/09 4 <sup>th</sup> February 2008 (Annual Review) Report No.02/08

### POLICY STATEMENT

Leave without pay is a privilege and will only be granted to employees in special circumstances, at the discretion of the Executive Officer, in the event that the employee has other leave available (i.e. Annual Leave and Long Service Leave).

An employee may, at some time, request leave without pay for extended sickness, family illness or extended holidays or for a variety of other personal reasons.

All applications for leave without pay must be made on the appropriate Leave Application Form and approved by the appropriate manager/supervisor or Executive Officer prior to the employee commencing leave without pay.

During any period of leave without pay, employees will not accrue entitlements to annual leave, sick leave or long service subject to the provisions of the relevant Agreement/Award/Act and their respective anniversary date will be postponed according to the period of leave without pay taken.

#### *Policy Review*

*This policy will be reviewed not less than once every two years and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.*