

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-19) PERSONAL LEAVE POLICY

Date of 1st Adoption:	2nd April 2007 - Report No.23/07
Next Review Date:	May 2016
Reviewed:	4 th May 2015 (Annual Review) – Report No. 12/15 12 th May 2014 (Annual Review) – Report No. 11/14 7 th April 2008 (Annual Review) – Report No.39/08 16 th March 2009 (Annual Review by Executive Officer) 10 th May 2010 (Annual Review) – Report No. 33/10 6 th June 2011 (Annual Review) – Report No. 44/11 5 th April 2012 (Annual Review Executive Officer)

POLICY STATEMENT

All employees (excluding casuals) of Southern Region Waste Resource Authority will have access to paid personal leave entitlements that includes bereavement and compassionate leave, carer's leave and sick leave, in accordance with the terms and conditions governing an employee's entitlement to personal leave as prescribed by the relevant Agreement/Award/Act.

All employees should advise their manager/supervisor prior to their normal commencement time of their inability to attend for work as a result of accessing any of the leave entitlements as outlined in this Policy.

All applications for personal leave must be made on the appropriate Leave Application Form by the employee and must be approved by the appropriate manager/supervisor.

Bereavement & Compassionate Leave

All employees (excluding casuals) will be entitled to two days bereavement leave per occasion on the death of an immediate family or household member. All employees (excluding casuals) will be entitled to two days compassionate leave per occasion to spend time with an immediate family or household member who has an illness or injury which poses a serious threat to that member's life. If requested by the appropriate manager/supervisor, documentary evidence of the illness, injury or death may be required.

Carer's Leave

All employees (excluding casuals) will be entitled to take up to a maximum of five days per year to be known as carer's leave, in order to care for a member of their immediate family or household when they are ill or injured. A maximum of five days of paid carer's leave is available in total within one year and may be taken in periods of less than one day, in accordance with established industrial practice. All employees (excluding casuals) are entitled to up to two days unpaid carer's leave for each occasion when a member of an employee's immediate family or household requires care and support due to a personal illness, injury or unexpected emergency. Employees may only access unpaid carer's leave when they have exhausted their entitlement to paid personal leave.

An employee's entitlement to carer's leave will be deducted from their available sick leave entitlement.

Employees will be required to notify their manager/supervisor as soon as possible of their absence on carer's leave and are to indicate how long they expect to be absent from work.

Employees taking carer's leave may be required to produce a medical certificate or statutory declaration establishing the illness or injury of the person concerned and as such requires care by another person.

A medical certificate or statutory declaration must be produced if an employee is absent from work for one day either side of a weekend or public holiday.

Sick Leave

All employees (excluding casuals) will be entitled to ten days sick leave per annum in accordance with the relevant Agreement/Award/Act.

Employees will be required to notify their manager/supervisor as soon as possible of their absence due to illness or injury and indicate how long they expect to be absent from work.

Where an employee takes sick leave, the employee, at the request of the employer, must provide a medical certificate or other reasonable evidence of sickness.

Where employees have no available sick leave entitlement and are unable to attend for work due to illness, personal injury, or accident, that is not a workers' compensation injury, the employee should apply for leave without pay/special leave to the appropriate manager/ supervisor.

Unused sick leave is not paid out on termination of employment, unless specifically provided for in the relevant Agreement/Award.

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.