PROCEDURE

Management of Employee Leave

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1 PURPOSE

The purpose of this procedure identifies the requirements and administrative process for managing employee leave, including;

- Annual Leave
- Sick and carers leave
- Compassionate and bereavement leave
- Domestic Violence leave
- Maternity and Parental Leave

2 SCOPE

This procedure applies to all Reay Services Group employees including labour hire employees.

3 RESPONSIBILITIES

3.1 Managing Director

The Managing Director shall:

- Ensure the procedure is implemented as part of the quality management system; and
- Ensure adequate resources are available to apply the procedure.

3.2 Managers/ Supervisors

The Managers / Supervisors shall:

- Ensure the procedure is applied in the workplace including training people in the procedure;
- Regularly monitor the workplace and workplace practices to ensure compliance with the procedure; and
- Review the procedure with their people periodically.

3.3 Employees and Contractors

Employees and contractors shall:

- Comply with the requirements of the procedure; and
- Provide feedback on the procedure as required.

4 ENTITLEMENTS

4.1.1 Annual leave

All employees (except for casual employees) get paid annual leave.

Full-time and part-time employees get 4 weeks of annual leave, based on their ordinary hours of work.

Employees are required to give at least 4 weeks' notice prior to Annual leave which is to be taken over the Christmas/New Year's break, unless other arrangements are negotiated.

4.1.2 Sick and Carer's Leave

All employees except casuals are entitled to paid sick and carer's leave

An employee can take paid sick leave when they can't work because of a personal illness or injury. This can include stress and pregnancy related illnesses.

An employee can take paid carer's leave to care for or support a member of their immediate family who is sick, injured or has an unexpected emergency.

Employees get:

- 10 days each year for full-time employees;
- Pro rata of 10 days each year depending on their hours of work for part-time employees.

An immediate family member is a:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling, or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner).

This definition includes step-relations (eg. step-parents and step-children) as well as adoptive relations.

Should an employee take more than one day sick/carers leave, evidence must be provided. The evidence has to convince a reasonable person that the leave has been taken and in order to be paid sick or careers leave.

Evidence may include:

- A Medical Certificate (Carers Certificate)
- Reasonable evidence issued by a medical practitioner

All employees are required to give 4 weeks' notice when requesting Annual Leave in order to arrange suitable coverage where required. If 4 weeks' notice is not given, the company reserves the right to either decline or propose other leave dates.

4.1.3 Compassionate & Bereavement Leave

All employees (including casual employees) are entitled to compassionate leave (also known as bereavement leave).

Compassionate leave can be taken when a member of an employee's immediate family passes away.

All employees are entitled to 2 days compassionate leave each time an immediate family member passes away.

The compassionate leave can be taken as:

- a single continuous 2 day period, or
- 2 separate periods of 1 day each, or
- any separate periods the employee and the employer agree

4.1.4 Family and Domestic Violence Leave

All employees (including casual employees) are entitled to 5 days unpaid family and domestic violence leave.

Family and domestic violence means violent, threatening or other abusive behaviour by an employee's family member that:

- Seeks to coerce or control the employee
- Causes them harm or fear

Employees can take the leave if they need to deal with the impact of family and domestic violence and it's impractical to do so outside their ordinary hours of work.

For example, this could include:

- Making arrangements for their safety or safety of a family member (including relocation);
- Attending court hearings;
- Accessing police services.

The leave doesn't need to be taken all at once and can be taken as single or multiple days.

An employer can ask their employee for evidence that shows the employee took the leave to deal with family and domestic violence. If the employee doesn't provide the requested evidence, they may not get family and domestic violence leave.

The evidence has to convince a reasonable person that the employee took the leave to deal with the impact of family and domestic violence.

Types of evidence can include:

- Documents issued by the police service;
- Documents issued by a court;
- Family violence support service documents;
- A statutory declaration.

Employers can request employees to provide evidence for as little as one day or less off work.

4.1.5 Maternity and Parental Leave

All employees in Australia are entitled to parental leave.

Employees are able to take parental leave if they:

- Have worked for their employer for at least 12 months;
- Before the date or expected date of birth if the employee is pregnant;
- Before the date of the adoption, or;
- When the leave starts (if the leave is taken after another person cares for the child or takes parental leave); or
- Have or will have responsibility for the care of a child.

For casual employees to be eligible for unpaid parental leave they need to have:

- Been working for their employer on a regular and systematic basis for at least 12 months
- A reasonable expectation of continuing work with the employer on a regular and systematic basis, had it not been for the birth or adoption of a child.

Employees who are taking parental leave to care for an adopted child are also entitled to 2 days unpaid pre-adoption leave to attend relevant interviews or examinations.

This leave can't be used if an employer tells an employee to take another type of leave (eg. paid annual leave).

5 APPROVAL PROCESS

Step 1: Employees shall firstly apply for leave by contacting the Supervisor to request the Company Leave Application Form.

Step 2: The leave application form shall firstly be signed off by the Supervisor prior to submission to the Head office.

Note: The Supervisor's signatory does not mean the leave has been approved. Employees must not schedule leave arrangements until RSG senior management approval is obtained.

Step 3: Upon receipt of the leave application form, the office shall distribute the Leave form to the HSEQ/HR Officer.

Step 4: The HSEQ/HR Officer shall then complete the following process.

- Enter the leave into the Roster and cross-check other scheduled leave arrangements to ensure appropriate manning levels are met.
- If required, obtain approval from the client.

Step 4: When the leave has been checked to ensure appropriate manning, levels are met and the client has provided approval. The HSEQ/HR Officer shall then provide the leave from to the Area Operations Manager for Approval.

Step 5: When the Area Operations Manager has approved the leave, the HSEQ/HR Officer shall then advise the Supervisor and Employee if the leave has been approved or unapproved.

Step 6: The HSEQ/HR Officer then provides the leave form to the Payroll department for processing and filing.

6 REFERENCED DOCUMENTS

HR-FRM-003 Leave Application Form
HR-REG-017 Office Roster_2019
HR-REG-010 Employee Management Register_Roster_GTM_2019