



Upper Great Southern Family Support Association Inc

Policy On LEAVE

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Upper Great Southern Family Support Association Inc.



Policies and Procedures

Policy and Procedure: Leave	Date of Review: December 2011
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Leave

Purpose of this Policy

The purpose of this document is to outline the entitlements for leave, including Annual leave, Personal/Carer's Leave, Compassionate Leave, Unpaid Leave, Community Service Leave, Parental Leave and Long Service Leave.

The Policy

Upper Great Southern Family Support Association (UGSFA), is committed to meeting its legal obligations in relation to leave entitlements according to the National Employment Standards or any modern award that may be applicable.

Responsibilities

Managers and Supervisors

- Adhere to the provisions of the relevant legislation or award/agreement provisions for leave entitlements; and
- Ensure all applications for leave are processed correctly for employees.

Employees

- Adhere to the provisions of the relevant legislation or award/agreement provisions for leave;
- Initiate applications for leave by completing the appropriate documentation for approval.
- Provide required documentation as indicated in this policy when leave is taken.

Annual Leave

- All full-time employees are entitled to four weeks annual leave for each year of service.
- Part-time employees are entitled to annual leave on a pro-rata basis, according to the number of hours worked.

- Casual and volunteer employees are not entitled to paid annual leave entitlements.
- Employees are to take annual leave with prior permission from the CEO and at times that are conducive to business operations.
- No deduction will be made from annual leave credits if public holiday falls with leave period.
- All accrued annual leave will be paid out on termination of employment.
- Cashing out of accrued leave shall be in accordance with the relevant legislation, applicable awards or agreements.
- Annual Leave Loading is not a minimum condition of employment and will be allowed at the Board of Management's discretion (Minimum Conditions of employment Act 1993).

Sick Leave

- Full-time and part-time employees are entitled to paid sick leave on a pro-rata basis for the amount of hours worked per week.
- Sick Leave accumulates if not taken in the year in which it accrues.
- Sick Leave does not need to be taken as a whole day.
- Employers can request proof of illness on each occasion of sick leave.
- Casual employees are not entitled to paid sick leave.

Carer's Leave

- All full-time employees are entitled to 10 days paid carer's leave for each year of service.
- This leave is reserved for when an employee is the primary carer for a member of their family or household who is ill or injured, or affected by an unexpected emergency and in need of care.
- An employee may take personal/carer's leave when the employee is unfit for work due to personal illness or injury or to provide care to a member of the employee's immediate family or a member of the employee's household who requires care due to a personal illness or injury or an unexpected emergency affecting the member. However unpaid carer's leave will not be approved where the employee could instead take paid personal leave.
- Reasonable proof may be required for the taking of carer's leave.
- Employees with no paid carer's leave entitlement are entitled to up to two days unpaid leave for each occasion that a family or household member needs care.
- Accrued carer's leave will not be paid out on termination of employment.
- Casual and volunteer employees are not entitled to paid carer's leave.

Bereavement Leave

- Employees are entitled to 2 paid days (either single continuous period or 2 separate periods of 1 day each, or any separate periods agreed between employer and employee) of compassionate leave for each occasion.

- Casual employees are entitled to take compassionate leave, as unpaid leave.
- If requested, proof of the death and evidence of the relationship between the deceased and the employee, must be provided to the employer.

Public Holidays

UGSFSA recognises all Western Australia's recognised public holidays which are;

- New Year's Day, Australia Day, Labour Day, Foundation Day, Queen's Birthday, Christmas and Boxing Day.
- Full-time and part-time employees, who are not required to work on a day solely because it is a public holiday, are entitled to be paid as if they were required to work.
- Employees who are required to work on a public holiday are not entitled to receive penalty rates, unless an agreement has been made.

Community Service Leave

- An employee who engages in an eligible community service activity is entitled to be absent from his or her employment if:
 - The period consists of one or more of the following:
 - Time when the employee engages in the community service activity;
 - Reasonable travelling time associated with the same activity;
 - Reasonable rest time immediately following the same activity; and
 - Unless the activity is jury service – the employee's absence is reasonable in all the circumstances.
- Eligible community service activity includes:
 - Jury service (including attendance for the purpose of jury selection)
 - Carrying out a voluntary emergency management activity within the meaning of the Fair Work Act 2009 or its Regulations.

Unpaid Leave

- Employees may request unpaid leave when all other paid leave entitlements are exhausted.
- Applications for unpaid leave may be granted at the discretion of UGSFSA's Chief Executive Officer.

Parental Leave

- Paid Parental Leave (PPL) is not a leave entitlement, but will compliment employees entitlement to leave such as the minimum entitlement to 12 months unpaid parental leave under the National Employment Standards for employees

who have completed 12 months continuous service with the employer, immediately before the expected date of birth or adoption.

- The entitlement is fully government funded and provides eligible employees 18 weeks of Parental Leave Pay (PLP) at the National Minimum Wage which is currently (November 2010) \$570.00 per week before tax.
- Leave is to be taken in a single continuous period.
- Employees will be required to commence parental leave a minimum of 6 weeks prior to the expected birth.
- Employees must apply in writing for parental leave at least 10-weeks before starting the leave and must specify the intended start and end dates of the leave, the expected date of birth or if in the case of adoption-related leave the expected day of placement of the child.
- An extension or reduction of an employee's parental leave may be considered by UGSFSA, however applications must be in writing with a minimum of at least 4 weeks notice.
- Employee's may be entitled to unpaid special maternity leave, in accordance with the National Employment Standards.
- On finishing unpaid parental leave, an employee is entitled to return to the pre-parental leave position or if that position no longer exists – an available position for which the employee is qualified and suited nearest in status and pay to the pre-parental leave position.

Long Service Leave

The organisation recognises the reduced wages in the not-for-profit sector. The Board of Management will therefore award full-time administration employees 12 weeks Long Service Leave after 7 years of continuous employment, with pro-rata payments after 5 years of continuous employment.

In accordance with the *Long Service Leave Act 1958*, 8.667 weeks to be given after 10 years' continuous employment for any employee (including casuals), and a further 4.333 weeks every subsequent 5 years, with pro-rata payments due on termination any time after 7 years' continuous employment.

Procedure

1. Applications for leave to complete a Leave Application Form and are to be submitted to an employee's Manager within the designated time frame.
2. Employees are required to provide sufficient notice to their manager prior to the commencement of the leave to enable smooth continuance of operations.
3. Upon receiving an application for leave, the employee's manager is required to forward their authorisation to Payroll for processing.

4. If the employee decides to cancel their leave prior to the commencement of the leave, they are required to notify their manager and Payroll immediately in writing.
5. Paid annual leave, personal/carer's leave and compassionate leave will be paid at the employee's current ordinary rate of pay at the time of commencing the leave.

Relevant Forms & Documentation

Leave Application Form