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| Policy Name: | Community Service Leave |
| Policy Number: | 2.05 |
| Date: | February 2023 |

POLICY STATEMENT:

JC Steele recognises that people sometimes wish to, or are required to, contribute to the community. JC Steele makes provisions for two types of community service leave – jury duty and emergency assistance.

PROCEDURES:

1. Emergency Assistance

JC Steele understands and appreciates that some employees may belong to the local State Emergency Services, Country Fire Authority or other worthy organisations. In times of crisis or emergency, JC Steele permits employees to take unpaid leave in order to assist with such crisis or emergency in their local area.

- a. Any employee wishing to lend support or service to the SES, CFA or other organisation, in times of crisis or emergency, may do so by taking unpaid leave.
- b. The employee must contact their manager as soon as possible to request the leave. JC Steele may request the employee to alter the day/s they offer support due to the needs of the business, but the employee does not have to agree to this request. JC Steele commits to supporting employees in their community service endeavours in a crisis situation.
- c. The employee must complete and submit a Leave Request Form to their manager. This request should include the details of the situation and the number of days required, if known. JC Steele may require the provision of appropriate evidence to support a request for Community Service leave to confirm entitlement.
- d. All employees are requested to stay in regular contact with their manager to advise of their situation and their intended return to work date.
- e. Community Service leave will only be granted where the employee is assisting in their own local or immediate surrounding areas.

2. Jury Duty

- a. Employees selected for Jury Duty must notify JC Steele of their selection immediately upon receiving their notification.
- b. JC Steele encourages all employees to perform community services such as Jury Duty. In some

instances, the requirement of a key employee to perform Jury Duty may have a significant negative impact on the business, and in this case, the Managing Director will submit a request to the court for a change of date for the employee's Jury Duty or exemption from duty.

- c. Employees must complete and submit a Leave Request Form for Jury Duty to the Managing Director and must supply JC Steele with a copy of their notification of Jury Service.
- d. JC Steele will pay a permanent full time or part time employees at their normal rate of pay during Jury Duty, where the employee was rostered to work those days. JC Steele is entitled to deduct from this payment any jury service pay that is paid, or payable, to the employee for this period.
- e. The employee must provide evidence to JC Steele of the amount of jury service pay paid, or payable, for the days on which JC Steele is required to pay the employee (even if it is a nil amount). No payments will be made until such evidence is supplied.