

Policy Name: Personal Leave

Policy Number: 2.01

Date: August 2023

POLICY STATEMENT:

JC Steele recognises and appreciates that, unfortunately from time-to-time, employees will be unable to report to work as scheduled due to being unwell (inability to attend at work).

Permanent full or part-time employees absent from work due to personal illness or injury may be eligible for paid Personal Leave during their absence. Paid Personal Leave may also be available to permanent full or part-time employees to provide care and support to a member of the employee's immediate family or household due to illness or injury or an unexpected emergency affecting that person.

Personal Leave is accrued and available for these purposes only. It is not earned as a form of compensation, additional time off or vacation, cannot be cashed out and is not paid out at termination of employment. Personal Leave cannot be used for appointments, including specialist appointments, unless the employee is unwell and/or unable to attend work and is able to provide a medical certificate to support their application for Personal Leave.

Personal Leave is not a 'personal day' to be taken because the employee wants a day off work.

PROCEDURES:

1. Personal Leave Accrual

- a. All permanent full-time employees accrue ten (10) days Personal Leave each year.
- b. Permanent part-time employees accrue ten (10) days Personal Leave on a pro-rata basis, based on their average hours of work at JC Steele.
- c. Personal Leave is accrued each pay period, based on the ordinary hours of work for the period, including paid public holidays, Annual Leave and paid Personal Leave taken. It does not accrue on overtime, time-in-lieu, or during unpaid leaves of absence.
- d. Any accrued Personal Leave is forfeited when an employee ceases employment with JC Steele, or when an employee transfers from a permanent to casual role.

2. Eligibility Requirements

- a. Personal Leave is only available in the following situations:
 - when the employee is unfit for work because of a personal illness or injury;
 - when the employee is required to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires such care or support due to illness or injury or an unexpected emergency;

- b. To be eligible for paid Personal Leave, employees must:
- Notify their supervisor/manager at least two hours before their scheduled start time, or where this is not practicable, as soon as possible. Due to various starting times, notification should occur by text message to the employee's direct supervisor. Please note that it is not acceptable to contact a work colleague regarding an absence from work;
 - State the reason for the absence;
 - Have the absence approved by their supervisor;
 - Keep the supervisor informed of conditions during the absence, including providing medical certificates when required.
- c. Employees who wish to access Personal Leave for a medical procedure must provide notice of their intended absence at the earliest possible opportunity in accordance with 2(b) above. An application for Personal Leave should not be submitted until the employees return to work from such procedure. A medical certificate is required to be submitted with all such applications.
- d. Employees absent for more than two consecutive work days must provide a medical certificate for themselves, or for the family member they were caring for, confirming that the employee was unable to work / or the employee was required to provide care to a family member. Medical attendance forms are not acceptable.
- e. Employees absent the day before or after a weekend, public holiday, or a period of Annual Leave are required to provide a medical certificate to support their application for Personal Leave.
- f. Employees who establish a 'pattern of absence' will be asked to provide a medical certificate on each occasion they declare they are unable to work due to illness.
- g. When an employee has been absent for a period of ten (10) or more consecutive days or has suffered a non-work related injury, JC Steele may supply the employee with documentation to be completed by a medical practitioner to outline the duties they are able to perform so as not to exacerbate the illness or injury. It is a requirement for the employee to comply with this request.
- h. Employees who are absent on a regular basis may be required to participate in a discussion to determine what strategies could be implemented to reduce absenteeism.
- i. Employees who are ill or injured, or are required to care for an ill or injured family member, and have used all of their accrued Personal Leave can, at the request of the employee, use any of their Annual Leave entitlements to make up any shortfall. Otherwise, the employee will be required to take leave without pay. Employees under these circumstances are still required to adhere to the steps outlined in points 2(b) to 2(d) above.

3. Ineligible Situations

- a. Personal Leave pay will not be provided to employees as an extension of vacation or holiday time. Employees who become ill or injured during their Annual Leave may use accumulated Personal Leave but will be required to submit a doctor's certification of the illness or injury. Any Annual Leave entitlement that subsequently changes into use of Personal Leave will be reinstated.
- b. Personal Leave pay will not be provided to employees who do not adhere to the steps outlined in point 2(b) above.

- c. Employees who are excessively absent from their jobs without the required medical approval may be subject to disciplinary action, including termination of their employment. Employees who fail to provide medical certificates as requested in point 2 above will not be eligible to access their Personal Leave for these absences, and therefore any such leave will be considered Personal Leave without pay.
- d. Personal Leave is to be used only for legitimate illness or injury of the employee or to enable the employee to care for a member of their family or household. If JC Steele determines that any employee has misused or abused paid Personal Leave, that employee may be subject to disciplinary action, including termination of employment.

5. Casual Employees - Non-Paid Personal Leave

- a. Casual employees are not entitled to paid Personal Leave.
- b. Casual employees are required to work their schedule as provided. In the event that a casual employee is sick or is required to take care of a family member, JC Steele requires that employee to follow the notification and medical certificate guidelines outlined in Point 2 above.
- c. Employees, including casual employees, are entitled to the two (2) days unpaid carer's leave for each occasion when a member of the employee's immediate family or household require care or support because of a personal illness, injury or unexpected emergency.
- d. Employee's, including casual employees, may take unpaid carer's leave for each occasion as a single continuous period of up to two (2) days, or any separate periods to which the employee and their manager agree.
- e. Unpaid carer's leave is only available for permanent employees where paid Personal Leave has been exhausted.

6. Personal Leave Application and Documentation

- a. Employees must complete a Leave Application Request in Xero, and submit any required evidence of their absence to their supervisor for approval immediately upon their return to work.
- b. Personal Leave is only payable for days on which an employee is usually scheduled to work. It is not payable on scheduled days off or public holidays.
- c. Personal Leave will be paid in the pay period in which the leave occurs. The applicable Personal Leave will be deducted from the employee's accrued entitlements.