

HR18. Personal/Carer's Leave and Leave Without Pay Policy

Policy Objective

To provide guidelines for the requesting of leave.

Policy Statement

1. Personal / Carer's Leave

The annual leave entitlement of Council employees is accrued in accordance with Local Government Industry Award 2010, Part 6, and Section 25 A.

Full time and part time permanent employees are entitled to paid personal / carer's leave. Casuals are not entitled to paid personal / carer's leave.

If the employee is not able to work because of illness or injury to themselves (personal leave), or because they have to take care of a member of their family or household who is injured or ill (carer's leave), they are entitled to take paid time off work depending upon their actual entitlement.

A member of the family or household means any of the following people:

- the employee's spouse or de facto partner
- a child, step child or grandchild of the employee (including an adult child, step child or grandchild)
- a parent, step parent or grandparent of the employee
- a sibling of the employee
- any other person who, at or immediately before the relevant time lived with the employee as a member of the employee's household.

Employees can take personal / carer's leave in either whole or part days depending upon the particular circumstances.

Full time and part time employees are entitled to paid personal / carer's leave for a maximum of 10 days for each completed year of service.

An employee's entitlement to paid personal/carers' leave accrues progressively during a year of service according to the employee's ordinary hours of work.

- a full-time employee accrues 1.461 hours of personal / carer's leave for each completed week of work (based on the standard 38 hour week)
- a part time employee will accrue the relevant proportion of 1.461 hours of personal / carer's leave for each completed week of work, based on how many hours they have worked that week.

Personal / carer's leave is a cumulative entitlement, which means that any unused leave is carried over and added to the next year's entitlement.

If an employee takes more than one day of personal / carer's leave, the employee must provide evidence the leave is taken for a reason mentioned above.

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Cashing out of Personal / Carer's Leave

A bonus is available to all permanent and contracted employees (full-time and part-time) who are employed by the Shire at 1st July and is based on the employee's personal leave history at the Shire for the preceding 12 months as per the Shire's policy "ST.8 Personal Leave - Incentive Bonus"

If an employee does not have sufficient balance of Personal / Carer's Leave, the employee could utilise other accumulated leave entitlements.

2. Leave without Pay

It is the preference of the Shire that all leave requested be taken from existing leave entitlements and therefore be paid leave.

Consideration may be given to extraordinary circumstances to allow an employee to take unpaid leave for reasons mentioned under Personal / Carer's Leave category, for a maximum of 4 weeks.

The employee's Manager and CEO must approve all unpaid leave.

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