

Leave Policy

1. PURPOSE

To provide guidelines to CTC employees in the provision and access of available leave types.

2. POLICY

2.1 Reporting Absences

In the event you are unable to report for work because of sickness, accident or other reasons, you are to ensure that your Employment Engagement Officer or Business Unit Manager is notified 1 hour before of your normal start time. This is usually best achieved by direct contact between yourself and your Employment Engagement Officer or Business Unit Manager, not to reception. If your Employment Engagement Officer or Business Unit Manager is unavailable, you must contact another member of the senior management team. If you cannot make contact personally, you should arrange for another person to report for you. This should be done by phone not by text or email.

2.2 Administrative Process

1.1.1. Timesheets

Signed Timesheets are required in order for a payment to be made. It is the employee's responsibility to:

- Have the timesheet in by the deadline
- Accurately record all hours worked

It is the Supervisor's/Manager's responsibility to:

- Review the timesheet for accuracy
- Approve the timesheet

1.1.2. Leave applications

Leave applications must be completed prior to taking leave, except in the case of sick leave or bereavement leave.

2.3 Annual Leave

Four weeks Annual Leave is accrued per year as per the National Employment Standards (NES). Annual Leave is generally taken at times mutually acceptable to both employer and employee.

Employees with accrued Annual Leave in excess of 8 weeks may be directed by management to take leave. This will be done in writing with a minimum of two (2) month's notice.

Annual leave applications should be submitted one month in advance for staff rostering purposes. Rostered Days Off and Time Off in Lieu (RDOs - TOIL) are to be exhausted before Annual Leave entitlements are paid out (see 2.11). RDO's and TOIL are only available in some circumstances with relevant hosts and not directly employed CTC staff.

Payment of Annual Leave is dependant on advanced submission of an approved leave form. No Annual Leave Form means no payment of Annual Leave.

2.4 Annual Leave Loading (General CTC Staff Only)

For all new employees Annual Leave Loading has been annualised and is included in your normal weekly salary. Some existing staff may be on an un-annualised salary, this will mean that they are paid an additional leave loading when annual leave is taken.

2.5 Bereavement Leave

Bereavement leave is granted in accordance with the award or agreement under which you are employed. Generally, two days' bereavement leave is awarded, and please check with Payroll for the specific provisions under your award. These provisions clearly outline your relationship with the deceased, the days awarded and the specific purpose for the days awarded.

2.6 Carer's Leave

An employee with responsibilities in relation to either members of his/her immediate family or members of his/her household who need the employee's care and support shall be entitled to use Carer's Leave. Conditions associated with Carer's leave vary throughout different industrial awards and agreements so staff must check the industrial instrument that they are employed under, or check with Payroll for exact details. (Carer's leave is debited against the employee's sick leave balance).

2.7 Leave Without Pay

Requests for extended periods of leave without pay is a discretionary form of leave that may be granted, subject to various conditions. It is only to be used when annual leave entitlements have been fully used. Leave without pay may be provided on request and requires the approval of the Employment Engagement Officer and the General Manager for Apprentices and Trainees; and the Business Unit Manager and the General Manager for general staff.

For all periods of leave without pay, the following issues must be considered by the Business Unit Manager on a case by case basis:

- 1.1.3. **Purpose** – Work-related and compassionate grounds will be viewed more favourably than those which are for other reasons
- 1.1.4. **Length of Service** – Leave without pay will not normally be available during the early years of employment.
- 1.1.5. **Operational Needs and Budgetary Considerations** – If replacement of the position is required during the period of absence, the convenience and cost of replacement will be significant factors which must be addressed in the application. Employees who are granted unpaid leave will not accrue leave entitlements during unpaid absences, or have the time count for incremental purposes or for Long Service Leave.

2.8 Long Service Leave (LSL)

Qualifying staff are eligible to apply for LSL (as per award or agreement) after completing 10 years' continuous service. Long service will normally be granted after RDO and annual leave entitlements have been exhausted.

2.9 Jury Service

A staff member summoned for Jury Service is paid the normal wage during his/her absence. Jury Fees received by the staff member are to be paid to the Administration Business Unit. Staff are to ensure that all the necessary paperwork as provided by the Courts, is completed and returned to the Court by the required dates.

2.10 Parental Leave

There are three types of Parental leave: Maternity, Paternity and Adoption Leave. Except for one week at the time of the birth of a child, the parents may not normally be on parental leave at the same time.

All requests for Parental Leave must be requested in writing. Further queries regarding parental leave should be directed to Payroll.

2.11 Rostered Days Off (RDO) (Hosted arrangements on a case by case basis only) Not applicable to CTC direct staff

Dependent upon the award or agreement under which you are employed you may be entitled to accrue RDOs. As you will actually work an agreed amount of time each day that is in excess of a normal day (eg, working 8 hours instead of 7.6 hours in a 38 hour week) you will only accrue RDOs when you work. RDOs do not accumulate on sick leave, annual leave, workers' compensation, long service leave, special leave or leave without pay. Therefore, if you have taken leave in any given month you may accumulate less than one full day. RDOs will normally be taken each month or fortnight as they fall due unless by agreement.

2.12 Sick Leave

Sick leave entitlements are as per the award or agreement under which you are employed. A doctor's certificate is required after two (2) continuous days of sick leave. Payroll may also request a doctor's certificate be provided for one (1) days leave, if they believe that there is a pattern of leave that requires investigation. If you are uncertain of your sick leave accrual rate and the requirement to produce a doctor's certificate, then check with Payroll.

Your Employment Engagement Officer or Business Unit Manager must be informed one hour before your normal commencement time of your need to take sick leave, so alternate arrangements may be made in the workplace.

A leave form must be completed for any sick leave requested in advance (eg. Surgery). All periods of sick leave must be recorded on an employee's timesheet and signed off by the appropriate supervisor or Business Unit Manager.

If you do not have sufficient sick leave accrued to cover your period of absence you will be required to complete a Leave Form requesting either Annual Leave or Leave Without Pay.