

## **COMMUNITY SERVICE LEAVE**

### **POLICY STATEMENT:**

HR Staff n Stuff understand that people sometimes wish to, or are required to, contribute to the community. HR Staff n Stuff makes provisions for two types of community service leave – jury duty and emergency assistance.

### **PROCEDURES:**

#### **1. Emergency Assistance**

HR Staff n Stuff understands and appreciates that some employees may belong to the local State Emergency Services or other worthy organisation. In times of crisis or emergency, HR Staff n Stuff permits employees to take unpaid leave in order to assist with a crisis or emergency in their local area.

- a. Any employee wishing to lend support or service to the SES, Fire Authority or other, in times of crisis or emergency, may do so by taking unpaid leave.
- b. The employee must notify the Director as soon as possible to request the leave. HR Staff n Stuff 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. HR Staff n Stuff commits to supporting employees in their community service endeavours in a crisis situation.
- c. All employees are requested to stay in regular contact with the Director to advise of their situation and their intended return to work date.
- d. 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 HR Staff n Stuff upon receiving their notification.
- b. HR Staff n Stuff 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 Director will submit a request to the court for a change of date for the employees' Jury Duty or exemption from duty.
- c. Employees must submit a Leave Request via Xero for Jury Duty and must supply a copy of their notification of Jury Service.
- d. HR Staff n Stuff 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. HR Staff n Stuff 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 HR Staff n Stuff of the amount of jury service pay paid, or payable, for the days on which HR Staff n Stuff is required to pay the employee (even if it is a nil amount). No payments will be made until such evidence is supplied.