

## **PERSONAL LEAVE (SICK LEAVE / CARER'S LEAVE)**

### **POLICY STATEMENT:**

HR Staff n Stuff recognises and appreciates that from time to time employees will be unable to report to work as scheduled due to being unwell (inability to attend at work).

HR Staff n Stuff provides its permanent full-time and part-time employees who meet all eligibility requirements paid Personal Leave based on individual circumstances under which absence becomes necessary. This leave is provided as Personal Leave, as described below.

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 in the same household due to illness or injury or an unexpected emergency affecting the family member.

Personal Leave pay 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.

### **PROCEDURES:**

#### **1. Personal Leave Accrual**

- a. All permanent full-time employees accrue 10 days Personal Leave each year.
- b. Permanent part-time employees accrue 10 days Personal Leave on a pro-rata basis, based on their average hours of work.
- 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 HR Staff n Stuff, 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.
  - It cannot be used for appointments, including specialist appointments, unless the employee is unwell and unable to attend work.
- b. To be eligible for Personal Leave pay, employees must:
- Notify the Director as soon as possible before their scheduled start time. Notification can occur by telephone text or email. If the Director is unavailable, please send an email to the full HR Staff n Stuff team notifying them of your absence and informing them of any urgent work for clients that needs to be actioned. You are responsible for changing your email notification to out of office or arranging for someone else to do this for you. You should also update your mobile phone voicemail message in the event that a client needs urgent assistance
  - Keep the Director informed of conditions during the absence, including providing medical certificates when required.
- c. Employees absent for more than two or more consecutive work days should provide without prompting 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. On the occasion that this is not possible an exemption can be requested from the Director.
- d. 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.
- e. When an employee has been absent for a period of 10 or more consecutive days or has suffered a non-work related injury, HR Staff n Stuff may supply the employee with documentation to be completed by a medical practitioner outlining what 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.
- f. 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.
- g. 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 point (b) 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. Any annual leave entitlement that subsequently changes into use of personal leave will be reinstated.

- b. In the event where employees have no accrued Personal Leave and they are unwell and unable to attend work will take leave without pay. Annual Leave may be used upon request from the employee when no Personal Leave is available.
- c. Employees who are excessively absent from their jobs without the required medical approval are subject to disciplinary action, including termination. Employees who fail to provide medical certificates as requested in point 2 above will not be eligible to use their Personal Leave for these absences, and therefore any such leave will be unpaid leave.
- d. Personal Leave pay is to be used only for legitimate illness or injury. It is not meant for extra annual leave or unauthorized absence. If HR Staff n Stuff determines that any employee has misused or abused paid Personal Leave, that employee may be subject to disciplinary action, including termination.
- e. Terminated employees are not eligible to receive accrued unused Personal Leave pay.

#### **4. Casual Employees - Non-Paid Personal Leave**

- a. Casual staff are not entitled to paid Personal Leave.
- b. Casual staff are required to work their schedule as provided. In the event that a casual staff member is sick or is required to take care of a family member, HR Staff n Stuff requires the casual staff member to follow the notification and medical certificate guidelines outlined in point 2 above.

#### **5. Personal Leave Application and Documentation**

- a. Employees must complete a Personal Leave request in Xero and submit this to the Director for approval immediately upon their return to work. This should be accompanied by a medical certificate if more than two consecutive days of leave have been taken.
- b. Personal Leave is only payable for days on which an employee is usually scheduled to work. It is not payable on usual days off or public holidays.

Personal Leave will be paid in the pay period in which the leave occurs. The applicable Personal Leave will be deducted from the accrued entitlements