



# The Lucy Rose Clinic

INTEGRATIVE HEALTH SOLUTIONS

## The Lucy Rose Clinic- Leave policy

Created by: Meredith Bell- Operations Manager

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The Lucy Rose Clinic understands the importance of a balanced work-life for its employees. In our commitment to ensure this balance and cater to the personal, medical, and other important needs of our staff, we have established a comprehensive Leave Policy. This policy outlines the rules and guidelines for different types of leave, including vacation, sick, parental, and other forms of leave. It ensures consistency and fairness in granting leave to all employees, regardless of their roles and responsibilities, promoting a positive and supportive work environment.

### ANNUAL HOLIDAYS

You are entitled to annual leave in accordance with the National Employment Standards (NES), unless otherwise stated in your contract of employment.

It is the Employer's policy to encourage you to take all of your holiday entitlement in the current year.

You must complete the annual leave request form and have it signed by management before you make any firm holiday arrangements.

Annual leave dates will normally be allocated on a "first come, first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.

You should give at least four weeks' notice of your intention to take annual leave of a week or more and one week's notice is required for odd single days.

You may not normally take more than two working weeks consecutively, unless there are exceptional circumstances.

Your annual leave pay will be at your normal basic pay unless shown otherwise in your contract of employment.

All employees are required to accrue annual leave before it can be taken. Approval for annual leave is not guaranteed and is subject to operational requirements and the discretion of your manager. Employees should ensure they have sufficient annual leave accrued and request leave in a timely manner to allow for proper staffing and workflow management.

#### ANNUAL SHUTDOWN

The Employer may choose to temporarily shut down, for instance during the end of the year period. Where practical, the Employer will provide one month's notice of this intention.

It is the employer's expectation that you will reserve sufficient annual leave to cover any planned shutdowns. Where you find that you have insufficient annual leave to cover a shutdown, you should raise this with the employer so that options to manage your employment during the shutdown period can be explored and agreement reached regarding any solution.

#### PUBLIC HOLIDAYS

Your entitlement to public holidays is in accordance with the National Employment Standards, unless otherwise stated in your individual contract of employment.

#### Personal leave

#### ENTITLEMENTS

You are entitled to be paid for personal leave in accordance with the NES, unless otherwise stated in your contract of employment.

Your entitlement to paid personal leave accrues over the course of your employment.

Full time employees are entitled to ten days of paid personal leave for each year of continuous service. Part time and fixed-term employees are entitled to this entitlement upon a pro-rata basis. Casual employees are not entitled to paid personal leave.

Personal leave accrues, and will be credited to you, progressively throughout the year.

Unused leave will not be paid out on termination.

You are entitled to take personal leave:

- because you are not fit for work due to a personal illness or personal injury affecting you; or
- to provide care or support to a member of your immediate family, or a member of your household who requires your care and support because of:
- a sudden or unexpected personal illness or injury affecting the member; or
- a sudden or unexpected emergency affecting the member.

If your entitlement to personal leave is exhausted, you may take two days' unpaid carer's leave for each occasion when a member of your immediate family or a member of your household requires your care and support because of:

a sudden or unexpected personal illness or personal injury affecting the member; or

a sudden or unexpected emergency affecting the member.

An immediate family member is a:

- spouse
- de facto partner

- child
- parent
- grandparent
- grandchild
- sibling or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner.
- A household member is any person who lives with you.

#### NOTIFICATION OF PERSONAL (SICK) LEAVE

You must notify the Employer by telephone on the first day of incapacity or at the earliest possible opportunity and, in any case, by no later than 1 hour before your usual start time.

Text messages and e-mails are not an acceptable method of notification. Other than in exceptional circumstances notification should be made personally to the officer of the company in charge of this as per the company policies and procedures.

You should try to give an indication of your expected return date and notify the Employer as soon as possible if this date changes. The notification procedures should be followed on each day of absence, unless you are covered by a doctor's medical certificate.

If your incapacity extends to more than seven days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

#### EVIDENCE OF INCAPACITY

A doctor's certificate or statutory declaration is required for all personal leave, unless otherwise agreed by the Employer in specific circumstances.

#### RETURN TO WORK

You should notify your manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.

If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis, you must not report for work without clearance from your own doctor.

On return to work after any period of personal leave, you may be required to attend a return to work interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with strictest confidence.

#### GENERAL

Submission of a medical certificate may not always be regarded as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to the Employer.

In deciding whether your absence is acceptable, the Employer will take into account the reasons for your absences and extent of them, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces the Employer's ability to operate successfully.

The Employer will not tolerate any non-genuine absences, and any such instances will result in disciplinary action being taken.

If considered necessary, we reserve the right to ask your permission to contact your doctor and/or for you to be independently medically examined.

## Other Leave

### PARENTAL LEAVE AND PAY

If you or your partner become pregnant or are notified of a match date for adoption purposes, you should notify management at an early stage so that your entitlements and obligations can be explained to you.

Under the NES, employees who will have at least 12 months of continuous service as at the expected date of birth of the child or placement of the child, are entitled to 12 months of unpaid parental leave. Casuals with at least 12 months of service on a regular and systematic basis with a reasonable expectation of continuing work with the Employer on a regular and systematic basis had it not been for the birth or adoption of the child are also entitled to unpaid parental leave. You may request up to an additional 12 months of leave which will only be refused by the Employer on reasonable business grounds after discussion with the Employer, a genuine attempt to reach an agreement about any extension, and consideration of the consequences of refusal for you. Any request to extend unpaid parental leave must be made to the Employer at least four weeks before the end of the available parental leave period.

Other forms of leave, such as annual leave and long service leave, may be taken concurrently with parental leave, but when combined with the unpaid parental leave must not exceed the 12-month period.

When advising of your intention to take unpaid parental leave you must provide the following:

- a medical certificate indicating the expected date of birth of the child, or, where the leave is adoption-related, the expected date of placement
- an expected return date, and
- for a child born or adopted before 1 July 2023 - details of any parental leave your partner intends to take.

You may be entitled to government funded parental leave. For further details, eligibility criteria and to apply for this payment please refer to Services Australia. Please notify management if you require any assistance or document from the Employer in support of an application for government funded paid parental leave.

#### Child born or placed for adoption before 1 July 2023

You may take up to 30 days of your entitlement to parental leave as unpaid flexible parental leave. Flexible parental leave can be taken in a single continuous period of one or more days or separate periods of one or more days each. Flexible parental leave can be used in the 24-month period from the date of birth or placement of the child, you may not take flexible leave prior to the birth or placement of the child. Taking flexible parental leave will end your entitlement to take a continuous period of unpaid parental leave. Ten weeks' notice is required for either parental leave or flexible parental leave. This can be done in accordance with the Employer's parental leave notification form.

You may take up to eight weeks of unpaid parental leave at the same time as the other parent. Concurrent parental leave can be taken as one continuous period, separate periods of at least two weeks, or shorter separate periods as agreed with the Employer.

#### Child born or placed for adoption on or after 1 July 2023

You may take up to 100 days of your entitlement to parental leave as unpaid flexible parental leave. Flexible parental leave can be taken in a single continuous period of one or more days or separate periods of one or more days each. Flexible parental leave can be used in the 24-month period from the date of birth or placement of the child, or in the 6 weeks prior to the expected date of birth or placement of the child. Flexible parental leave can be taken before or after a single continuous period of leave but cannot be used to break up that continuous period. Ten weeks' notice is required for unpaid parental leave, or 4 weeks' notice for flexible parental leave. This can be done in accordance with the Employer's parental leave notification form.

### COMPASSIONATE LEAVE

In accordance with the National Employment Standards in Australia, all our employees, including casual staff, are entitled to compassionate leave.

This leave allows our employees to deal with personal emergencies and bereavements, offering them the support they need during challenging times. It is our commitment to foster a supportive work environment that respects and acknowledges the personal circumstances of our team members.

Please note, the entitlements and specifics of compassionate leave may vary based on individual employee circumstances and the nature of the event.

For casual employees, compassionate leave is unpaid. Full time and part time employees are entitled to two days' paid compassionate leave for each occasion.

#### LONG SERVICE LEAVE

You are entitled to long service leave in accordance with the relevant laws of the state in which you are employed. Long service leave should be taken as soon as reasonably practicable after you become entitled to it.

#### COMMUNITY SERVICE LEAVE

You are entitled to community service leave in certain circumstances.

Community service leave is for eligible community service activities such as SES, jury service and volunteer fire fighting.

Other than for the first two weeks of jury service leave, where the Employer will top up the pay of a permanent employee, community service leave is unpaid.

#### FAMILY AND DOMESTIC VIOLENCE LEAVE

You are entitled to ten days of paid family and domestic violence leave per annum.

This leave is available to you if you are experiencing violent, threatening or other abusive behaviour by a family member that seeks to coerce or control you and that causes you harm or fear. The leave can be taken where you need to do something to deal with this impact of this, and it is impractical to do so outside of your ordinary hours of work. For example, you may take this leave to:

- make arrangements for your safety, or the safety of a family member (including relocation)
- attend urgent court hearings or
- access police services.

For the purposes of this leave entitlement, family member includes:

- your spouse, de facto partner (including a former spouse or de facto partner), child, parent, grandparent, grandchild or sibling
- a child, parent, grandparent, grandchild or sibling of your spouse or de facto partner, or
- a person related to you according to Aboriginal or Torres Strait Islander kinship rules.

Your entitlement to family and domestic violence leave will reset to ten days on the anniversary of your commencement each year.

When you wish to take this leave, you are required to provide the Employer with notice as soon as reasonably practicable and advise of the period (or expected period) of the leave.

The Employer may require you to provide evidence that the leave will be, or was, taken for the purposes as outlined in this policy. Depending on the circumstances such evidence may include a document issued by the police service, a court or a family violence support service, or a statutory declaration.

The Employer will ensure, as far as reasonably practicable, that steps are taken to safeguard any information disclosed by yourself concerning family and domestic violence leave. This information will be kept confidential to the extent permitted by law. This policy does not override any legal obligations to disclose information.

## TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons.

Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of management and will normally be

