

Leave Policy

At **[Organisation Name]**, we understand the importance of providing our employees with leave entitlements to maintain a healthy work-life balance and support their well-being. This policy outlines the guidelines and procedures for requesting and managing various types of leave.

Scope

This policy applies to all employees of **[Organisation Name]**, including full-time, part-time, and casual employees. It encompasses various types of leave, including annual leave, sick leave, parental leave, compassionate leave, and other forms of approved leave.

Responsibilities

Employees:

- Employees are responsible for familiarising themselves with the company's leave policy and understanding their entitlements and obligations regarding leave accrual, usage, and reporting.
- They must submit leave requests in accordance with company procedures and provide sufficient notice to their supervisor or manager where possible.
- Employees should accurately record their leave usage and ensure that any outstanding leave balances are managed appropriately.

Supervisors/Managers:

- Supervisors or managers are responsible for reviewing and approving employee leave requests in a timely manner.
- They must ensure that leave entitlements are applied consistently and fairly across the team, without discrimination or favouritism.
- Supervisors or managers should provide support and flexibility to employees requiring leave for personal or family reasons, while also maintaining productivity and meeting business objectives.

Human Resources (HR):

- HR is responsible for administering the company's leave policy and providing guidance and support to employees and supervisors/managers as needed.
- They must ensure that leave entitlements are calculated and recorded accurately, and that employees receive appropriate documentation regarding their leave balances and entitlements.
- HR should keep abreast of changes to relevant legislation and industry standards regarding leave entitlements and communicate updates to employees and management as necessary.

Types of Leave

Annual Leave: All employees are entitled to annual leave for the purpose of rest, relaxation, and recreation. Annual leave accrues based on length of service and must be taken in accordance with company procedures and operational requirements.

Sick Leave: Employees are entitled to sick leave to cover absences due to illness or injury. Sick leave can be used when an employee is unfit for work or requires medical treatment. A doctor's certificate will sometimes be required. Refer to **[relevant documentation]** that provides detail surrounding these scenarios.

Parental Leave: Employees are entitled to parental leave in accordance with relevant legislation, including maternity leave, paternity leave, and adoption leave. Parental leave may be paid or unpaid depending on eligibility criteria and company policies.

Compassionate Leave: Employees are entitled to compassionate leave to deal with the illness, injury, or death of a close family member or dependent. Compassionate leave may be granted for a specified period of time and may require documentation or evidence of the circumstances.

Leave Request and Approval Process

Employees must submit leave requests through the company's designated leave management system. Supervisors/ Managers are responsible for reviewing and approving leave requests based on operational requirements, staffing levels, and any other relevant factors. Approved leave requests will be recorded in the company's leave management system, and employees will receive confirmation of their leave entitlements and balances.

Leave Entitlements and Accrual

Leave entitlements, including annual leave and sick leave, accrue based on length of service and may be pro-rated for part-time or casual employees. Employees should refer to their relevant documentation that provides detail of their leave entitlements, including accrual rates, maximum balances, and conditions of use.

Leave Without Pay (LWOP)

Employees may request leave without pay for extended periods of absence, such as extended travel, personal development, or other reasons approved by management. Requests for LWOP will be considered on a case-by-case basis, taking into account operational requirements and the employee's length of service and performance history.

Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and compliance with Australian legislative requirements and industry standards. Updates may be made as necessary to reflect changes in legislation, company policies, or business practices.

Authorised by

[Sign]

[Name]

[Position]

[Company]