



Policy

23 LEAVE POLICY

(see also Policy No. 72 Annual and Other Leave Policy)

AIMS:

- To provide additional support material on leave and leave entitlements as stated in the award,
- To enhance and clarify the processing of leave types, as requested by staff.
- To ensure consistency in the processing of leave requests.

ENHANCEMENTS TO BE IMPLEMENTED

1. Leave forms to be submitted for all types of leave, including accrued RDO's (where more than one RDO is taken in a pay cycle).
2. Statutory declarations be accepted in place of medical certificate, for periods requiring certificates, that are of a duration of two days or less. (This is applicable where access to a medical practitioner may be limited and it is not possible or practicable to obtain a medical certificate).
3. Sick leave periods requiring medical certificates where a certificate is not provided will be processed as unauthorised leave, and the employee shall not receive payment for this period. An adjustment can be processed in the following pay period if documentation is provided.
4. If relevant documentation is not received for any leave type, and all reasonable attempts to obtain it has occurred, then payroll processing for that period of leave will be as for sick leave above ie: unauthorised leave - no payment until relevant documentation supplied.
5. Any type of leave that is not covered by the relevant award, will need to be approved by the General Manager before payment can be processed.
6. An employee of Council who is involved in Emergency Services Organisations, (ie Fire Brigade, State Emergency Services, Search & Rescue etc) who is required to attend an emergency situation as a representative of the Emergency Service Organisation will be paid by Council up to the normal working hours per day, where such an emergency occurs during normal working hours.

This will also apply to Council employees who are required to perform similar duties under the B.S.C. DISPLAN.



Policy

Should services be required outside the normal working hours, then Council is under no obligation to pay the employee for the additional time.

In a situation where an emergency service worker is required whilst on leave from Council duties, Council shall re-instate leave used for emergency situations up to the normal working hours per day. This will only occur where the emergency situation occurs during the employees' normal working hours. Council may require proof of attendance at the emergency situation before reinstatement of employees leave is undertaken by pay roll.

Definitions

Accrued RDO's: Those RDO's not taken in the fortnight pay period.

The Director of the employee's Department may direct Long Service Leave to be taken within five years of it being due after the 23rd of June 1988.

When an employee is approaching retirement the Director of the employee's Department will, prior to leave being taken, discuss with the employee if they intend returning to the workplace.

(adopted by Council 18/3/98)