LEAVE

POLICY NUMBER: NDIS STAFF 12

INTENT

To ensure that all employees are provided with leave in accordance with the relevant industrial award.

DEFINITION

Leave – permission to activate an entitlement to be absent from work.

Exceptional circumstances – are defined as unavoidable, unexpected and beyond your control for which there was no opportunity to prepare in advance.

POLICY STATEMENTS

- Real Living Options Association Inc. believes that leave is an important management process for the health of employees as well as for the good of the Organisation.
- Casual employees are required to submit a notice of leave, through the Organisation's software program but leave will not be denied as it is not paid leave.
- Real Living Options Association Inc. will encourage all employees to take annual leave each year regardless of whether they have paid or unpaid leave. Paid leave may not be accrued for more than 2 years without approval from the Management Committee.
- Annual Leave, Personal Leave and Long Service leave will be paid to all employees after the qualifying period under the relevant Award and the relevant Act as it becomes due.
- All staff are required to plan their leave in advance, and all leave requests must be submitted with a minimum of four weeks' notice. Requests for leave of 7 days or more submitted with less than four weeks' notice will only be approved in exceptional circumstances or where the General Manager determines there is sufficient staff coverage to manage the workload at that time.

PROCEDURES

Annual Leave

- Annual leave will be accrued in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
- All staff must complete an annual leave application, and have it approved by their manager before they make any firm holiday arrangements. If prior approval is not sought before firm holiday arrangements are made, then Real Living Options Association Inc. are under no obligation to approve leave if the required process has not been followed.
- Leave will be approved on a first to submit a Request for Leave Form basis except for Christmas and Easter.
- Approval for leave over Christmas and Easter will be shared equally amongst employees based on previous leave taken.

- Relief Staff will be appointed where possible, and an appropriate training period and handover must be undertaken.
- All leave should be taken within 2 years of entitlement. Only in exceptional circumstances will leave be accrued beyond 2 years, and approval must be given by the Management Committee
- If an employee becomes unwell while on annual leave, they may substitute their annual leave with sick leave where they are able to provide one of the following:
    - A medical certificate for the time being substituted.
    - A discharge letter from a hospital.
    - A positive Covid-19 test that shows the date it was taken.

Public Holidays

- Employees whose usual pattern of work falls on a public holiday are expected to work unless advised otherwise and will be paid the relevant public holiday loading,
- If an employee wishes to take the public holiday as a day off, a leave request must be submitted and approved following the same process for Annual Leave to ensure the rostering team are able to cover the support.
- Leave on a Public Holiday does not come out of Annual Leave entitlements, it is paid as ordinary hours.

Personal Leave

- Personal Leave will be granted in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
- Employees will advise the General Manager or Support Manager when unable to attend work due to illness.
- A Staff Leave Application must be completed and approved for all Personal Leave taken.
- Personal Leave that is taken for more than three consecutive days will require a medical certificate to be presented.

Long Service Leave

- Long Service Leave will be calculated on a pro rata basis for all employees in accordance with the relevant Act and Legislation
- Long Service Leave with be paid in accordance with the relevant Act and Legislation
- A Staff Leave Application must be completed and approved for all Long Service Leave requests.
- Leave will be approved on a first to submit a Request for Leave Form basis except for Christmas and Easter.
- Approval for leave over Christmas and Easter will be shared equally amongst employees based on previous leave taken.
- Relief Staff will be appointed where possible, and an appropriate training period and handover must be undertaken.

Unpaid Leave

- Unpaid leave will only be considered by the organisation where an employee's circumstances are exceptional.
- Where available, an employee's accrued leave such as Annual Leave, Personal Leave (where appropriate), and Long Service Leave must be utilised before unpaid leave will be considered.
- Where an employee takes unpaid leave, other leave entitlements will cease to accrue for the period of that unpaid leave.
- A Staff Leave Application must be completed and approved for all Unpaid Leave requests.
- Leave will be approved on a first to submit a Request for Leave Form basis except for Christmas and Easter.
- Approval for leave over Christmas and Easter will be shared equally amongst employees based on previous leave taken.
- Relief Staff will be appointed where possible, and an appropriate training period and handover must be undertaken.

DELEGATIONS

Management Committee

- Approve the General Manager's leave in line with the Policy on Staff Leave
- Approve appropriate Staff to relieve this position.
- Ensure provision is made for staff leave in the annual budget.

General Manager

- Approve office staff leave as relevant in line with the Policy on Staff Leave.
- Maintain a calendar of leave that all staff have access to.
- Ensure as far as practicable that a handover and/or training for relief staff occurs.
- Report office staff leave to the Management Committee

Support Manager

- Approve requests for leave made by employees in the Support and Rostering Teams
- Ensure as far as practicable that any requests for leave that are approved will not leave the Support and Rostering Teams without sufficient staffing.

Finance Officer

- Ensure an approved Application for Leave Form has been filed in the relevant employees file for all office staff leave.
- Process all leave payments and maintain accurate leave accruals in the payroll system.
- Calculate and process leave paid on termination.
- Maintain the Leave Commitments Register.
- Keep all staff files and records up to date.
- Process journals and reconcile all leave provision accounts to the payroll.

Responsibility of Full Time and Part-Time Staff

- Ensure that an Application for Leave is submitted and approved by the General Manager or Support Manager as relevant.

Responsibility of Casual Staff

- Submit an application for leave.

RELATED DOCUMENTATION

Commitments Register
Office Staff Application for Leave Form

REFERENCES

Industrial Relations Act 2016
Relevant Industrial Awards
Social, Community, Home Care and Disability Services Industry Award 2010
Fair Work Act 2009

AMENDMENTS/REVIEWS

Amended 07.06.2012, Amended 26.04.18, Amended 26.07.18, Amended 22.08.19, Amended 28.07.22, Amended 07.03.24, Amended 02.05.24, Amended 06.03.25