



LEAVE POLICY

PURPOSE

The purpose of this document is to outline the Bass Valley Community Group Incorporated's policy on how and when different types of paid and unpaid leave may be taken.

POLICY

Bass Valley Community Group will comply with the provisions of any industrial instrument or legislation which applies to employees in relation to the accrual and taking of leave, in particular, the *Neighbourhood Houses and Adult Community Education Centres Agreement 2010*. All employees are entitled to leave in accordance with the applicable awards or agreements and current employment law. This policy does not seek to replicate the provisions of the industrial instrument which applies, but sets processes and provides additional information on how leave may be taken. Where this policy conflicts with any of those industrial instruments, the applicable award, workplace agreement, employment contract or employment law takes precedence.

Unless otherwise stated, "employees" means full-time or part-time employees. It does not apply to "casual" employees.

Annual Leave

Applications for annual leave need to be lodged four weeks in advance. As other employees may wish to take annual leave at the same time there is no guarantee that requested leave will be approved. It should not be assumed that the application for annual leave has been approved until formal confirmation.

During the annual close-down period (ie at the end of the calendar year as set by the Committee of Governance) all employees will be required to take accrued annual leave. If there is insufficient leave accrued, employees may be required to take leave without pay, however leave can be applied for and taken in advance of accrual.

Personal (Sick, Carer's Compassionate) Leave

Notice must be provided prior to the commencement of your normal hours of work. It is important to notify the Centre Manager as soon as practicable if you are unable to attend work due to illness, injury, or bereavement.

Where one day's leave is taken due to illness, a medical certificate is not required. However if it appears that excessive medical-certificate-free-days are being taken, medical certificates may become a requirement.

Time Off In Lieu (TOIL)

TOIL may be granted should there be a requirement to work outside of normal hours. Time worked towards TOIL must be approved in advance.

TOIL credits and debits will be recorded. Debits will not be permitted without the prior written approval of the Centre Manager. Please note that TOIL:

- must be taken within three months of accruing it,
- cannot accrue more than 38 hours at any time, and
- must obtain the prior approval of the Centre Manager before accruing or taking any TOIL.

Leave Without Pay

Leave without pay that is not otherwise entitled to may be considered at the discretion of the Centre Manager and his staffing needs. Leave will not accrue during this period.



BASS VALLEY COMMUNITY GROUP INCORPORATED

Bass School Road, Bass Vic 3991

Jury Duty

Leave will be given to attend jury duty if required. Prior to attending the court employees must provide the Centre Manager with the notice of request to attend and the details of attendance. We support our employees performing this community function.

At the court employees are to make a claim against the court for juror's costs. On returning to work employees must provide evidence to the Centre Manager, and the difference will be made between what the court has paid and the employee's base wages, up to a maximum of 10 days absence.

Emergency Services Leave

Unpaid leave from work because of voluntary emergency management activities (for example, as a volunteer dealing with an emergency or natural disaster as a member of SES, CFA or Army Reserve) should be requested from the Centre Manager for leave as soon as practicable after becoming aware of the need to take leave. Evidence may be required of these activities.

Emergency Services activities are an important community service and will be supported wherever reasonably possible.

Long Service Leave

As per the *Neighbourhood Houses and Adult Community Education Centres Agreement 2010* employees are entitled to three months long service after 10 years' continuous service. As per CI 30.6, employees must give six months' notice of their intention to take long service leave

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date: xx xx 2017

Date of Review March 2017
Date of Next Review June 2020