

The Junction Club House Cairns Ltd		
Policy: Employee Leave		
Policy number: JQS.P6.8 v2		Date adopted: 29/06/2018
Authorised by: The Board		
Date last reviewed: 24/03/2022	Reviewed by: Quality Review Panel	Date of next review: 24/03/2024
Related documents:		
Other standards	<ul style="list-style-type: none">• National Mental Health Standards• The International Standards for Clubhouse programs• NDIS Practice Standards	
Legislation or other requirements	<ul style="list-style-type: none">• Work Health & Safety Act 2011• Work Health and Safety Regulation 2011• National Employment Standards• Fair Work Act 2009• Fair Work Regulations 2009	

1. Purpose

The purpose of this policy is to outline the leave provisions The Junction has in place for all employees.

2. Scope

Unless specified otherwise, this policy applies to full-time, part-time, or casual employees.

3. Policy statement – Our Commitment

The Junction commits to ensuring provisions are in place for employees to take leave according to the tenets of the award that are in line with the National Employment Standards (NES). We will ensure that the following leave arrangements are not less than what is in the NES.

All employees are entitled to leave in accordance with the Social, Community Home Care and Disability Services Industry Award 2010 and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, employment contract or employment law takes precedence.

4. Procedures

All planned leave must be mutually agreed, and workloads as well as the employee's needs must be considered. Leave will be approved in advance, except when the employee can't anticipate the absence. Any documents regarding leave will be kept on the employee's HR file.

4.1 Annual leave

Each full-time employee is entitled to a minimum of 20 days Annual leave a year (pro-rata for part-time). Leave entitlements are calculated from the date they started work and accrue in accordance with workplace relations legislations. Annual leave counts towards continuous service (used when calculating long service leave). Applications for annual leave need to be lodged 4 weeks in advance.

An employee is expected to take accrued annual leave for business close-down periods, for example holiday seasons such as Christmas. If insufficient leave is accrued, The Junction may direct an employee to take unpaid leave.

The Junction will decide on a case-by-case basis whether it will agree with an employee to 'cash out' annual leave as permitted by workplace relations legislation. In some circumstances, leave in advance of what leave has accrued may be approved. This is conditional on the employee agreeing to the Junction deducting any advance in the event of termination, or to the employee accepting leave without pay.

4.2 Personal (sick) leave

An employee is entitled to a minimum of 10 days of personal/carer's leave every 12 months which all can be taken as carer's leave if required. An employee should notify the Director as soon as possible if they are unable to attend work due to illness or injury. Management, as its discretion, may request evidence such as a medical certificate showing that the employee was entitled to take personal leave during the relevant period.

4.3 Carer's leave Policy

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Carer's leave is available to an employee for the care or support of an ill family or household member or if an emergency affects a family or household member. It is typically part of personal (sick) leave and is dealt with similarly to above.

Employees including casual employees are entitled to take up to two days unpaid carer's leave for each occasion of family or household member illness or emergency. An employee cannot take unpaid carer's leave if they could instead take paid carer's leave.

4.4 Compassionate leave policy

Compassionate leave is paid leave taken by an employee to spend time with a family member/member of the employee's household, who has a personal illness, or injury, that poses a serious threat to his/her life, or after the death of a family member/member of the employee's household. Each employee is entitled to a period of two days paid compassionate leave for each occasion where a family member has died, or the employee needs to spend time with a seriously ill family member. Additional unpaid leave maybe granted at The Director's discretion.

Casual employees are entitled to two days unpaid compassionate leave for each occasion. A member of the employee's immediate family means a: - spouse -de facto partner- child-parent- grandparent- grandchild- sibling of an employee.

4.5 Long service leave

Employees are entitled to long service leave in line with Queensland's long service leave law. Refer to <https://www.fairwork.gov.au/leave/long-service-leave>

4.6 Maternity and Parental leave

A pregnant employee who is eligible for unpaid parental leave can take special maternity leave. Employees can get paid maternity and parental leave from the Australian government when a child is born or adopted.

For detailed information, refer to: <https://www.fairwork.gov.au/leave/maternity-and-parental-leave/paid-parental-leave>

4.7 Time in lieu

Time off in lieu (TOIL) instead of overtime may be granted to an employee who is required to work outside their normal hours. The TOIL will be granted as such: if 2 hours were worked then the employee is entitled to two hours of TOIL.

Time worked towards time in lieu must be approved in advance unless exceptional circumstances exist, in which case, The Director will consider granting approval after the time is worked.

TOIL may be added to the employee's annual leave at the discretion of the Director. The Junction will record TOIL credits and debits. Generally, employees should take TOIL in the same financial year it was accrued and within 3 months after the overtime is worked. The Director must approve TOIL leave. An employee cannot accrue more than 38 hours of TOIL.

4.8 Leave without Pay

Leave without pay that an employee is not otherwise entitled to may be approved only at the discretion of the Director. All such requests should be made to the Director.

4.9 Jury duty

An employee is entitled to paid leave for jury duty in accordance with legislation. An employee on jury service should supply the official request to attend, the details of attendance and the amount the court has paid them. The Junction will reimburse the employee the difference between this amount and their base salary. If an employee is absent because of jury services of more than 10 days in total, The Junction is only required to pay the employee for the first ten days of absence.

4.10 Emergency services leave

If an employee needs to take temporary absence 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) than they should ask management for unpaid leave as soon as possible after they become aware of the need to take leave.

The Junction will support such activities wherever possible, as an important community service and will require evidence of these activities.

Options for flexible work practices

Flexible work options, which may be considered by the Junction, include:

- Full-time or part-time work.
- Graduated return to work (for employees returning from parental leave), e.g., the employee returns part time and then builds up to full-time work flexible start and finish times for employees to accommodate childcare and school pick-up requirements.
- Flexible rostering such as working split shifts.
- As negotiated with Senior staff.
- Job-sharing -where two or more employees share one full-time position, each working on a part-time basis.
- Working from home.
- Compressed hours- where the employee works additional daily hours to provide for a shorter working week e.g., work longer hours 4 days a week to take one day a week off.

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This is not an exhaustive list, and other options may be agreed.

Employees utilising flexible work practices will be treated no less favourably than any other employee. Flexible work is not a barrier to promotion or supervisory responsibilities.

5. Review processes

Policy review frequency: Bi-Annually (2yrs)	Responsibility for review: The Quality Review Panel
Review process: Director of Operations as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and Communication: All policy decisions will be documented and communicated through the Quality System Review Panel observing the Document control HTTL. Note: add version number after review.	