
Policy – Personal Leave

Purpose & Scope

The Academy of Entrepreneurs is committed to providing a supportive environment for employees. Therefore, in accordance with the National Employment Standards (NES), all permanent employees are entitled to 10 days Personal Leave which incorporates both Sick and Carer's Leave.

Definitions

Personal Leave – leave that employees can take when they are sick and unable to work (Sick Leave), or when they need to take time to care for a member of their immediate family or household who is sick, or in the event of an unexpected emergency affecting such a person (Carer's Leave).

Family Member – generic term which includes a spouse (including former spouse, de facto or former de facto), a partner of the same sex, a grandparent, a grandchild, a child or adult child (including an adopted child, stepchild or the child of a former spouse), parent, a sibling of the employee or of the employee's spouse.

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All Personal Leave is accrued at the rate of 10 days per annum for full-time employees, with a pro rata accrual for part-time employees. All unused Personal Leave accrues from year to year. All Personal Leave accrues progressively during a year of service.

If an employee does not have sufficient Personal Leave accrued, or has already taken their full entitlement, they may take a period of two days *unpaid* Carer's Leave, on each occasion that a member of their family requires support or care due to illness or an emergency.

Part-time employees will also be entitled to Personal Leave on a pro rata basis.

Casual employees are not generally entitled to Personal Leave. Under the Federal legislation casual employees receive a loading of 25% to compensate for not receiving leave entitlements.

Employees are generally able to take Sick Leave in periods of half days if required although employers may exercise discretion to allow shorter Sick Leave periods.

Employees should notify the employer as soon as practically possible of their need to take Personal Leave. This is typically on the first day of leave but under circumstances where the employee is unable to notify the employer, the employer should be sympathetic to the situation.

Should employees take two or more consecutive days or the day either side of a public holiday, a medical certificate from a registered medical practitioner is required. Doctor's certificates are also required for Personal Leave as a Carer.

Should an employee be sick and notify the employer that they will return after a public holiday, the public holiday will be counted and paid as a public holiday and will not be deducted from Sick Leave. If the employee has not notified the employer, the public holiday will be paid as Sick Leave and deducted from the Sick Leave balance.

An employee cannot take other paid employment during their Personal Leave as this may justify termination for wilful misconduct.

If an employee is sick during their annual or long service leave, the period will generally count as Personal Leave if the employee can produce medical evidence to support such a claim.

Employees generally do not receive payment for untaken sick leave on terminations, unless an award or an agreement provides for such a payment.

Approvals & review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	