

HELEN & JOEY
— ESTATE —
YARRA VALLEY

Community Service Leave July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley understand that people sometimes wish to, or are required to, contribute to the community. Helen & Joey Estate and Re'em Yarra Valley makes provisions for two types of community service leave – Jury Duty and emergency assistance.

PROCEDURES:

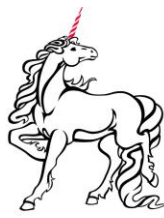
1. Emergency Assistance

Helen & Joey Estate and Re'em Yarra Valley understands and appreciates that some team members may belong to the local State Emergency Services or other worthy organisation. In times of crisis or emergency, Helen & Joey Estate and Re'em Yarra Valley permits team members to take unpaid leave in order to assist with a crisis or emergency in their local area.

- a. Any team member wishing to lend support or service to the SES, Fire Authority or other, in times of crisis or emergency, may do so by taking unpaid leave.
- b. The team member must contact their Direct Manager as soon as possible to request the leave. Helen & Joey Estate and Re'em Yarra Valley may request the team member to alter the day/s they offer support due to the needs of the business, but the team member does not have to agree to this request. Helen & Joey Estate and Re'em Yarra Valley commits to supporting team members in their community service endeavours in a crisis situation.
- c. All team members are requested to stay in regular contact with their Direct Manager to advise of their situation and their intended return to work date.
- d. Community Service leave will only be granted where the team member is assisting in their own local or immediate surrounding areas.

2. Jury Duty

- a. Team members selected for Jury Duty must notify Helen & Joey Estate and Re'em Yarra Valley upon receiving their notification.
- b. Helen & Joey Estate and Re'em Yarra Valley encourages all team members to perform community services such as Jury Duty. In some instances, the requirement of a key team member to perform



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Jury Duty may have a significant negative impact on the business, and in this case, the Managing Director or General Manager will submit a request to the court for a change of date for the team members' Jury Duty or exemption from duty.

- c. Team members must submit a Leave Request for Jury Duty to the Managing Director or General Manager and must supply Helen & Joey Estate and Re'em Yarra Valley with a copy of their notification of Jury Service.
- d. Helen & Joey Estate and Re'em Yarra Valley will pay permanent full time or part time team members at their normal rate of pay during Jury Duty, where the team member was rostered to work those days. Helen & Joey Estate and Re'em Yarra Valley is entitled to deduct from this payment any jury service pay that is paid, or payable, to the team member for this period.
- e. The team member must provide evidence to Helen & Joey Estate and Re'em Yarra Valley of the amount of jury service pay paid, or payable, for the days on which Helen & Joey Estate and Re'em Yarra Valley is required to pay the team member (even if it is a nil amount). No payments will be made until such evidence is supplied.