



HELEN & JOEY

ESTATE

YARRA VALLEY

Compassionate Leave Policy July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley recognises and appreciates that from time to time team members will be affected by serious illness or death of an immediate family member. Helen & Joey Estate and Re'em Yarra Valley provides two days of paid leave for permanent full-time and part time (pro-rata) team members for each occasion when a member of the employee's immediate family or household:

- Contracts or develops a personal illness that poses a serious threat to his or her life
- Sustains a personal injury that poses a serious threat to his or her life
- Deceases

Members of an employee's immediate family include:

- A spouse, child, parent, grandparent, grandchild or sibling of the employee, or
- A child, parent, grandparent, grandchild or sibling of a spouse of the employee

Where the team member requires leave for the illness or death of someone outside their immediate family, accrued time in lieu, accrued annual leave, or leave without pay may be used with the Managing Director or General Manager's approval.

Casual team members are accordingly entitled to unpaid compassionate leave, up to a maximum of 2 days per occasion, when required.

PROCEDURES:

- a. All team members who feel they should be considered for paid compassionate leave should request compassionate leave from their Direct Manager. This request should include the details of the situation and the number of days required. Helen & Joey Estate and Re'em Yarra Valley may require the provision of appropriate evidence to support a request for compassionate leave to confirm entitlement.
- b. Your Direct Manager will consider the request and advise approval or otherwise as soon as possible.



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- c. Team members who suffer a death in the immediate family will be granted up to 2 days paid leave of absence to handle the necessary family details and to attend the funeral.
- d. Any team members who are notified of a death in their immediate family while at work, and leave early, will be paid for the hours not worked. These hours will count toward the 2 days paid leave of absence.
- e. Team members may extend their compassionate leave by utilising additional days of accrued time in lieu or annual leave, when available and approved in advance. If all accrued time in lieu and accrued annual leave pay has been exhausted, the team member may take additional unpaid leave, subject to approval by the General Manager or Managing Director.
- f. Pay in lieu of taking compassionate time off is not permitted.
- g. Compassionate leave must occur at the time of the family member's death/injury. Requests for leave after some time has passed will be denied.
- h. Where a team member wishes to take time off due to the serious illness or death of a person who is not an immediate family member or a member of the household, they may request the use of annual leave, long service leave or unpaid leave and the business will make every effort to accommodate this request.