



Personal Leave Policy (Sick Leave/Carer's Leave)

July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley recognises and appreciates that from time-to-time team members will be unable to report to work as scheduled due to being unwell (inability to attend work).

Helen & Joey Estate and Re'em Yarra Valley provides its permanent full-time and part-time team members who meet all eligibility requirements, paid Personal Leave based on individual circumstances under which absence becomes necessary. This leave is provided as Personal Leave, as described below.

Permanent full-time or part-time team members absent from work due to personal illness or injury may be eligible for paid Personal Leave during their absence. Paid Personal Leave may also be available to permanent full-time or part-time team members to provide care and support to a member of the team member's immediate family in the same household due to illness or injury or an unexpected emergency affecting the family member.

Personal Leave pay is accrued and available for these purposes only. It is not earned as a form of compensation, additional time off, or vacation, cannot be cashed out, and is not paid out at termination of employment.

PROCEDURES:

1. Personal Leave Accrual

- a. All permanent full-time team members accrue 10 days Personal Leave each year.
- b. Permanent part-time team members accrue 10 days Personal Leave on a pro-rata basis, based on their average hours of work.
- c. Personal Leave is accrued each pay period, based on the ordinary hours of work for the period, including paid public holidays, Annual Leave, and paid Personal Leave taken. It does not accrue on overtime, time-in-lieu, or during unpaid leaves of absence.
- d. Any accrued Personal Leave is forfeited when a team member ceases employment with Helen & Joey Estate and Re'em Yarra Valley, or when a team member transfers from a permanent to a casual role.



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2. Eligibility Requirements

- a. Personal Leave is only available in the following situations:
 - when the team member is unfit for work because of a personal illness or injury
 - when the team member is required to provide care or support to a member of the team member's immediate family, or a member of the team member's household, who requires such care or support due to illness or injury, or an unexpected emergency.
 - it cannot be used for appointments, including specialist appointments unless the team member is unwell and unable to attend work.
 - it is not a 'personal day' to be taken because you want a day off

- b. To be eligible for Personal Leave pay, team members must:
 - notify their Direct Manager at least two hours before their scheduled start time, or where this is not practicable, as soon as possible. Notification must occur by telephone. Text messages or emails are not acceptable. The team member's Direct Manager must be contacted. It is not acceptable to contact a work colleague.
 - state the reason for the absence.
 - have the absence approved by their Direct Manager.
 - keep the Direct Manager informed of conditions during the absence, including providing medical certificates when required.

- c. Team members absent for more than two or more consecutive workdays must provide a medical certificate for themselves, or for the family member they were caring for, confirming that the team member was unable to work / or the team member was required to provide care to a family member. Medical attendance forms are not acceptable.

- d. Team members absent the day before or after a long weekend or public holiday are required to provide a medical certificate for themselves or for the person they were caring for.

- e. Team members who establish a 'pattern of absence' will be asked to provide a medical certificate on each occasion they declare they are unable to work due to illness.

- f. When a team member has been absent for a period of ten (10) or more consecutive days or has suffered a non-work-related injury, Helen & Joey Estate and Re'em Yarra Valley may supply the team member with documentation to be completed by a medical practitioner outlining what duties



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they are able to perform so as not to exacerbate the illness or injury. It is a requirement for the team member to comply with this request.

- g. Team members who are absent on a regular basis may be required to participate in a discussion to determine what strategies could be implemented to reduce absenteeism.
- h. Team members who are ill or injured or are required to care for an ill or injured family member and have used all of their accrued Personal Leave can, at the request of the team member, use any of their Annual Leave entitlements to make up any shortfall. Otherwise, the team member will be required to take leave without pay. Team members under these circumstances are still required to adhere to the steps outlined in point (b) above.

3. Ineligible Situations

- a. Personal Leave pay will not be provided to team members as an extension of vacation or holiday time. Team members who become ill or injured during their Annual Leave may use accumulated Personal Leave but will be required to submit a doctor's certification of the illness. Any Annual Leave entitlement that subsequently changes into use of Personal Leave will be reinstated.
- b. Personal Leave pay will not be provided to team members who do not adhere to the steps outlined in point (2b) above.
- c. In the event that team members have no accrued Personal Leave, and they are unwell and unable to attend work will take leave without pay. Annual Leave may be used upon request from the team member when no Personal Leave is available.
- d. Team members who are excessively absent from their jobs without the required medical approval are subject to disciplinary action, including termination. Team members who fail to provide medical certificates as requested in point two (2) above will not be eligible to use their Personal Leave for these absences, and therefore any such leave will be unpaid leave.
- e. Personal Leave pay is to be used only for legitimate illness or injury. It is not meant for extra annual leave or unauthorized absence. If Helen & Joey Estate and Re'em Yarra Valley determines that any team member has misused or abused paid Personal Leave, that team member may be subject to disciplinary action, including termination.
- f. Terminated team members are not eligible to receive accrued unused Personal Leave pay



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4. The use of Personal Leave for vaccinations

- a. Your employer supports team member's decision to receive the Coronavirus and Flu vaccinations and will allow its team members to use a small portion of Personal Leave for vaccination purposes. A maximum of two hours will be permitted for this purpose. To be eligible, team members must:
 - schedule an appointment. Personal Leave will not be permitted for 'walk-ins'.
 - make every effort to schedule their appointment at a time which minimises the impact on the business. For example: at the beginning or end of the day, when there is an appropriate team member cover rostered on.
 - advise the business in advance of the date, time, and location of the appointment and a Leave application form is to be signed by the Direct Manager
 - only one person per clinic per day will be approved to take time off for vaccination purposes, to minimise disruption to service to our clients
- b. Your Direct Manager must approve this Personal Leave in advance and reserves the right to deny the application if the request is not in line with the needs of the business at the time.

5. Casual Team members - Non-Paid Personal Leave

- a. Casual team members are not entitled to paid Personal Leave.
- b. Casual team members are required to work their schedule as provided. In the event that a casual team member is sick or is required to take care of a family member, Helen & Joey Estate and Re'em Yarra Valley requires the casual team member to follow the notification and medical certificate guidelines outlined in point two (2) above.

6. Personal Leave Application and Documentation

- a. Team members must complete a Leave Application Form and submit this to their Direct Manager for approval immediately upon their return to work. After approval, the form should be submitted to the Payroll and Administration Department. This should be accompanied by a medical certificate if more than two consecutive days of leave have been taken, or where leave is taken immediately before or after a long weekend or public holiday or on a Monday or Friday.
- b. Personal Leave is only payable for days on which a team member is usually scheduled to work. It is not payable on usual days off or public holidays.



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- c. Helen & Joey's and Re'em Valley prioritise their team's well-being and aim to ensure that team members who are unwell and take a personal leave day are not compelled to work remotely. Please consult the work-from-home policy for information regarding approval for working from home.
- d. Personal Leave will be paid in the pay period in which the leave occurs. The applicable Personal Leave will be deducted from the accrued entitlements.