

What is Personal Leave?

Personal Leave is paid leave taken for personal and compassionate reasons. It includes Sick Leave, Carer's Leave, and Bereavement Leave. These forms of leave are designed to assist employees in dealing with life events such as caring responsibilities, illnesses, injuries, and emergencies.

What are my entitlements?

Full time employee:

Full time employees are entitled to 15 days of Personal Leave (Sick and Carer's Leave) per year. During an employee's first (1) year of service, Personal Leave days will be accrued during the year. Following one (1) year of employment, you will be credited 15 days on your service anniversary date each year.

Part time employee:

Part time employees are entitled to Personal Leave days on a pro-rata basis. Pro-rata means that your Personal Leave days available to you would be calculated on the basis of hours that you work. Discuss this with your Line Manager if you are unsure of what this means for you.

Casuals:

Casual workers are not eligible for any paid leave entitlements.

Sick Leave FAQs

I have to attend a pre-planned medical appointment (GP, Specialist, Dentist, Physio etc.) during my scheduled work hours, can I use my Sick Leave?

If you are required to attend a pre-planned medical appointment during your scheduled work hours have a conversation with your Line Manager around what arrangement of 'time away from work' is appropriate for your role. All roles would allow application of Annual Leave to attend these appointments, but other alternatives such as TOIL, RDO, Flex or makeup time may be applicable dependent on your role and applicable certified agreement.

I have attended my pre-planned medical appointment (GP, Specialist, Dentist, Physio etc.) and am now no longer fit to return to work, what leave can I use?

If you attend your medical appointment and subsequently are unable to return to your regular duties due to an illness or injury, contact your Line Manager. During this time away from work you will be able to access Sick Leave as you were unable to return to work due to an illness or injury. Please note that your Line Manager may require a medical certificate if this exceeds two (2) days.

I have not been attending work due to a personal illness/injury and have upcoming pre-planned appointments (e.g. surgery), what leave should I be using?

In this scenario, you are covered by Sick Leave for both the time off work and the pre-planned appointments (or surgery) as you are not fit for your usual duties. Please note that your Line Manager can ask for evidence to confirm you are unfit for work during this time in accordance with the applicable certified agreement.

Carer's Leave FAQs

In what circumstances can I access Carer's Leave?

Carer's Leave can be used when you are required to care or support a person in your immediate family or household. Carer's Leave covers emergencies and unexpected injuries or illness.

**Immediate family includes:*

i. a spouse (including a former spouse, de facto spouse, and a former de facto spouse) of the employee; A de facto spouse refers to a relationship in which you and your partner live together but are not married.

ii. a child or an adult child (including an adopted child, an ex-foster child, a stepchild, or an ex-nuptial child), parent, grandparent, grandchild, or sibling of the employee.

How long can I use Carer's Leave for?

Carer's Leave is intended to provide short-term arrangements for care of immediate family. Due to this, applications are restricted to a maximum of ten (10) days at any one time. If you require time off beyond this period, this will need to be approved by your General Manager for the department that you work within.

You will also be required to fill out the 'Family's Carers Leave Application' form, which is located under 'Forms' on The Wire, if this leave exceeds one (1) day.

Bereavement Leave FAQs

In what circumstances can I access Bereavement Leave?

An employee is entitled to three (3) days Bereavement Leave for the purpose of attending the funeral service of an immediate family member or member of their household. Employees are also entitled to an additional two (2) days for travel, if required, which will be paid upon receipt of proof of travel.

Unlike other leave types, this does not reset or accumulate annually and can be used for each occasion as necessary.

Does Bereavement Leave include someone residing in my house that is not immediate family?

An employee's entitlements remain at three (3) days bereavement leave for other members of their household.

Leave Without Pay FAQs

How do I apply for leave without pay (LWOP)?

Prior to seeking leave without pay, you must utilise all available accrued Annual Leave, Long Service Leave and Personal Leave. If you have exhausted the above, you will need to submit a 'Leave

Application Form' (available under 'forms' on The Wire) to the payroll team, with your reasoning and approval from the Branch Manager (if under 3 months) or General Manager for the department that you work within (greater than 3 months) attached.

Once this has been approved, you will need to submit this through Kronos.

How do I put LWOP into my timecard for my Manager to approve?

There are a few different Kronos pay codes that can be utilised depending on your situation.

When your LWOP has Branch or General Manager approval, use pay code **lve-without pay**

When you are taking LWOP due to exhausting all your other leave types and are now unwell, use pay code **lve-sick unpaid**

When you have no personal leave available, but wish to take another form of paid leave instead, use pay code **lve-annual/IsI - in lieu of sick**

[Refer here for a Kronos Guide.](#)

Parental Leave FAQs

Who do I approach when I am looking at commencing Parental Leave?

Prior to applying for Parental Leave, consult with the payroll team to check what your entitlements are, and they will assist in arranging your parental leave.

Should you require any further clarification regarding the above entitlements, please refer to [Leave Management Procedure](#).