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1. Background

Council recognises the importance of a safe and healthy workplace to enable employees to achieve a work-life balance. Council employees are able to access a variety of paid and unpaid leave arrangements in accordance with the relevant industrial awards and agreements.

2. Purpose

Council is committed to providing a work environment that promotes work-life balance for employees. This procedure aims to assist employees and supervisors with a clear understanding for the available leave types in Council and opportunities available for effective leave management.

3. Regulatory Authority

Local Government Act 2009 (Qld)

Industrial Relations Act 2016 (Qld)

Anti-Discrimination Act 1991 (Qld)

Human Rights Act 2019 (Qld)

Defence Reserve Service (Protection) Act 2001 (Cth)

4. Human Rights Commitment

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this procedure. When applying this procedure, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

5. Roles and Responsibilities

Employees are responsible for discussing planned leave with their supervisor and mutual agreement must take place prior to the employee applying for leave.

Supervisors shall contact the People and Culture Branch for any leave concerns and/or advice.

6. Key Stakeholders

The following will be consulted during the review process:

- People and Culture Branch
- General Manager, Corporate Services

7. Education and Training Requirements

Knowledge of procedures and Council's Certified Agreements.

8. Summary of Leave Entitlements

Leave Type	Entitlement as per Full-time Equivalent
Annual Leave	20 days per annum
Bereavement Leave	Three (3) days paid Bereavement Leave (varies depending on the relationship)
Blood/Plasma Donor Leave	Up to two hours on each occasion every three months

Cash-in of Annual and Long Service Leave	Annual and Long Service Leave may be cashed in for hardship reasons
Cultural, Ceremonial and NAIDOC Leave	Up to 10 days paid leave and 5 days unpaid leave per annum
Dad/Partner Leave	Eight weeks unpaid leave that can be taken at time of birth/adoption or sometime during the baby's first 12 months. 1 week paid Leave.
Domestic and Family Violence Leave	Up to 20 days paid leave per year, non-cumulative
Emergency Services Leave	Leave with pay equivalent to the ordinary time earnings of the absence
Industrial Relations Leave	Up to 10 days paid leave per annum, non-cumulative and after 12 months uninterrupted service
Jury Service Leave	Paid the difference between the normal rate of pay and the Jury Service fee.
Leave Without Pay	At the discretion of the relevant General Manager
Leave With Pay (Special Circumstances)	At the discretion of the relevant General Manager
Long Service Leave	13 weeks after ten years of service
Military Leave	Time off without the loss of pay to attend reservist activities
Natural Disaster and Extreme Weather Leave	Up to a maximum of two days per incident (including undeclared)
Pandemic Leave	Up to 20 days paid leave per year
Parental Leave	Up to ten weeks of paid leave dependent upon length of service Up to 104 weeks (combination of paid and unpaid) parental leave for employees with at least 12 months of continuous service with the Council Less than 12 months service (unpaid leave may be accessed for eligible employees)
Personal Leave (sick Leave and Carer's Leave)	A total entitlement of three weeks per annum (pro rata for part time employees)
Purchase of Additional Leave	Purchase of additional leave up to four weeks
Study Leave	Eligible employees are entitled to up to five hours per week

9. Procedure for Leave Types

9.1 Annual Leave

All permanent and fixed-term employees appointed at Council on a full time basis (excluding casuals) are entitled to four weeks leave per year. Part-time employees are entitled to pro-rata annual leave.

The employee must discuss the planned leave with the supervisor to ensure annual leave is taken at a time with minimum impact on Council and for backfilling arrangements to be considered. Annual leave can be taken in broken and unbroken periods.

The employee must provide as much advanced notice as possible for taking annual leave. Upon mutual agreement between the employee and their supervisor, the leave request is submitted through Kronos at least two weeks prior to the leave period commencement.

It is the responsibility of the employee to ensure they have sufficient balance to take annual leave and a negative balance cannot take place (exceptions may be approved for Christmas closedown). The annual leave accrual balance can be checked in Kronos.

9.1.1 Excess Annual Leave Management

Employees should ideally plan to take four weeks' annual leave per year as per the total entitlement period per year.

Where an employee's annual leave balance exceeds six weeks, they will be asked to plan to take leave at a mutually convenient time by their supervisor. The employee must agree with their supervisor on an annual leave plan to reduce their annual leave to four weeks or below within a reasonable period.

9.1.2 Excess Annual Leave and Long Service Leave Cash-in

Eligible permanent and fixed-term employees appointed at Council on a full-time basis (excluding casuals) may be entitled to cash-in excessive annual leave and/or long service leave under the condition that the balance of four weeks of annual leave and long service leave is retained. Cash-ins may only be requested once per annum.

Employees must submit a Cash-in Leave Application Form to Payroll. The form must be supported Branch Manager prior to being submitted to the General Manager. Approval will rest with the General Manager following advice from People and Culture or the Chief Executive Officer in the case of direct reports or an appeal for further consideration. Applications will not be unreasonably withheld provided the employee is maintaining a 4 week balance and the employee has a reasonable break from work in the preceding 6 months. A reasonable break would constitute 1-2 weeks away from the workplace.

The cash-in amount will be discussed with the employee by Payroll and taxed at the applicable marginal rate and the relevant weeks deducted from the employee's leave balance. The cash-in rate will be based on the substantive pay rate unless otherwise agreed.

For enquiries, contact payroll@ipswich.qld.gov.au

9.2 Bereavement Leave

Employees are entitled to bereavement leave when an immediate family member has passed away. The employee's supervisor is required to send supporting evidence such as a funeral notice to Payroll for such leave to be granted.

Bereavement leave entitlements shall be in accordance with the provisions of the *Industrial Relations Act 2016*, Supporting a Bereaved Employee Procedure and the Bereavement Leave Guideline subject to the following conditions:

- All full-time employees (except casuals) are entitled to three (3) days of bereavement leave for the purpose of attending the funeral service of an immediate family member (including mother-in-law or father-in-law) or member of the household, and an additional two (2) days of travelling time will be paid upon receipt of evidence that travel was required.

- Leave taken that exceeds the maximum number of days is to be taken as either unpaid leave, annual leave, or long service leave.
- Part-time employees are entitled to bereavement leave on a pro-rata basis.
- Casual employees may take two (2) days' leave of absence (unpaid).

Provisions regarding bereavement leave are also contained in the Ipswich City Council Certified Agreements. The employee must record bereavement leave in the Kronos system.

9.3 Blood/Plasma Donor Leave

Employees (except casuals) who donate blood or plasma during work hours at a Red Cross donation centre are granted paid leave to undertake the donation.

Paid leave to attend the sessions is subject to the following conditions:

- Donations are made at the nearest Red Cross blood donation centre;
- Employee attendance is subject to organisational convenience;
- Paid leave is to a maximum of two hours every three months to donate blood/plasma.

Staff members may apply for blood/donor leave directly via the Kronos system. Upon return to work, the employee is required to present written confirmation of attendance from the Red Cross to their supervisor. The supervisor will forward this to Payroll.

9.4 Cultural, Ceremonial and NAIDOC Leave

Aboriginal and/or Torres Strait Islander employees (full-time and part-time) are entitled to up to ten (10) days paid Cultural, Ceremonial and NAIDOC leave which can be assessed to participate in any of the following (but not limited to):

- Cultural and ceremonial obligations under Aboriginal and/or Torres Strait Islander lore, customs or traditional law requirements which may include participation in or attendance at an initiation ceremony, or a ceremony relating to men's business or women's business;
- Native title meetings;
- Sorry Business or Kinship requirements; and
- Community cultural events such as NAIDOC week activities, National Sorry Day, Reconciliation Week or Coming of the Light Festivals.

The list of cultural/ceremonial obligations/events is not exhaustive.

All applications for paid Cultural, Ceremonial and NAIDOC leave will be required to be able to demonstrate the connection to country, community and culture.

The ten (10) paid days of Cultural, Ceremonial and NAIDOC leave are provided on a per annum basis and does not need to be taken in one continuous period. Paid Cultural, Ceremonial and NAIDOC leave does not accrue from year to year and will not be paid out on termination. The entitlement for part-time employees is calculated on a pro-rata basis based on the average number of hours worked per week during the 12 months directly preceding the leave application. Paid Cultural, Ceremonial and NAIDOC leave is not available for casual employees, contingent workers or contractors.

Cultural, Ceremonial and NAIDOC leave is in addition to the leave provided under the Certified Agreements – clause 45 Bereavement leave and clause 53 – Compassionate leave. Cultural,

Ceremonial and NAIDOC leave should not be substituted in situations where another paid leave type may be suitable such as bereavement or compassionate leave.

Aboriginal and/or Torres Strait Islander employees may also take up to five (5) days additional unpaid Cultural leave each year as provided for in Part 3 Division 6 of the *Industrial Relations Act 2016*. This unpaid Cultural leave can be accessed to participate in any of the following (but not limited to):

- Sporting events at Indigenous carnivals
- Dance festivals
- Cultural and/or Ceremonial obligations where all paid Cultural, Ceremonial and NAIDOC leave entitlements have been exhausted

Applications for cultural, ceremonial and NAIDOC leave are to be completed on the [relevant form](#). Managers are to assess each application in a culturally sensitive manner; demonstrating respect for the specific cultural obligations associated with Aboriginal and/or Torres Strait Islander cultures. Each leave request will be assessed on its merits with consideration given to the personal circumstances of the employee seeking the leave. In limited circumstances, Managers may request reasonable documentary evidence of the legitimate need for the paid leave. Approval is not to be unreasonably withheld. Branch Managers provide approval for Cultural, Ceremonial and NAIDOC leave requests, and can contact People and Culture for guidance on applications if required.

If an employee has made a request for Cultural Ceremonial and NAIDOC leave, which has been reasonably denied by the Branch Manager as it does not meet the business requirements for the leave to be taken, may elect to take annual leave/flex-time.

Any Aboriginal and/or Torres Strait Islander employee who has their application/s for Cultural, Ceremonial and NAIDOC leave refused are able to refer to the [Resolving Workplace Grievances Procedure](#) for guidance on Council's resolution procedure and options. When option 2 "Assisted Resolution" is enacted for disputes relating to Cultural, Ceremonial and NAIDOC leave, a reference group of three (3) representatives from Council's Aboriginal and/or Torres Strait Islander Employee Working Group may be assembled to provide guidance to both the employee and the Manager.

9.5 Domestic and Family Violence Leave

Council is committed to providing a healthy and safe environment. All full-time employees (except casuals) who have experienced domestic violence and need to take leave from work, as a result, are entitled to 20 days of paid leave each year.

Part-time employees are entitled to this on a pro-rata basis.

Casuals are entitled to 10 days of unpaid leave annually.

Such leave may be taken for reasons related to the violence, including but not limited to:

- Recovering from an injury
- Attending an appointment
- Preparing for or attending a court appearance
- Finding housing
- Organising care or education for a child

If further leave above the entitlement is required, unpaid leave can be accessed in agreement with the employee's supervisor and the Manager, People and Culture.

The following conditions apply for this leave:

- Leave can be taken for a whole or part of a day;
- It does not accumulate from year to year;
- An employee must provide notice of an absence from work as soon as reasonably possible plus the approximate return to work date;
- When requested by the Manager, People and Culture, an employee may be required to provide evidence to support the leave, such as evidence from police, a court, a doctor, or other health practitioner or by way of statutory declaration.

All matters regarding domestic violence leave will be treated sensitively and confidentially.

9.6 Emergency Services Leave

All employees (except casuals) engaged as a volunteer in a recognised emergency service organisation (e.g. Rural Fire Brigade) shall be entitled to up to five (5) days paid emergency services leave per year. This leave is in addition to any annual leave entitlements but is not cumulative and cannot be carried over to the following year. An extended period of leave may be granted as leave without pay.

Employees who exceed the five days are also able to utilize annual leave, flex time, banked Rostered Days Off (RDOs) or Time Off In Lieu (TOIL) to meet obligations.

To avoid disruption to work, employees are required to seek approval from the Branch Manager to join a recognised emergency service organisation. Certification of attendance at emergency Services operations will be required for payment purposes.

9.7 Industrial Relations Leave

All employees (except casuals) nominated as union delegates are able to receive up to ten (10) days paid leave per year (non-cumulative) to attend courses, executive meetings, seminars, and agreed Trade Union training relating to industrial relations. The employee's supervisor must check with the People and Culture Business Partner before advising their employee that such leave can be granted.

9.8 Jury Service Leave

All employees (except casuals) are entitled to be paid the difference between their ordinary rate of pay and their jury service fee. If an employee is required to attend for jury duty, they are required to notify the Supervisor of the dates for attendance.

Employees are encouraged to fulfil their social/community responsibilities in relation to jury service leave. If the employee receives remuneration and allowances from the Court for jury service, the employee can bank their cheque once a copy has been scanned and emailed to Payroll for processing.

Employees are entitled to retain any expense or allowances received for travelling for periods not covered by leave such as weekends, rostered days off or public holidays.

9.9 Leave Without Pay (LWOP)

Prior to seeking leave without pay, employees must utilise all available accrued annual leave, long service leave and sick leave.

If an employee is eligible for LWOP, a Leave Application Form will need to be submitted to Payroll together with an email that includes reasons for LWOP and further approval from the Branch Manager (for LWOP not exceeding 3 months) or from the General Manager (for LWOP greater than three months).

Prior to the General Manager approving LWOP of periods greater than three months, Branch Manager support of the LWOP will need to be included in the email.

In circumstances where an employee does not have any accrued leave entitlements, LWOP may be granted in exceptional circumstances. For example:

- Leave to attend a sick family member or close friend;
- Bereavement leave where additional time is required to attend the funeral of a close member of the family;
- To undertake studies which would be beneficial to Council on the return of the employees to their duties; or
- Extra leave to enable an employee to travel.

9.10 Leave With Pay (Special Circumstances)

In certain circumstances, employees may apply through their Branch Manager for special leave consideration. People and Culture will assist with these requests. Examples may include when an employee requires an extension on their bereavement leave due to extreme emotional distress, where accruals do not cover the absence period for a significant illness or accident or for sporting commitments such as national or commonwealth representation as a competitor or official.

The employee may be required to provide written explanation or supporting documentation such to request this leave. This leave can only be approved by the Chief Executive Officer with the endorsement of the Branch and General Manager.

9.11 Long Service Leave

All employees (including casuals) are eligible to apply for Long Service Leave after serving ten (10) years of continuous service (and pro-rata leave after seven years of service).

Following agreement with their supervisor, employees must submit long service leave via the Kronos system; and the following options are available and may also be taken in combination:

- Long Service Leave Full Pay
- Long Service Leave Half Pay
- Long Service Leave Double Pay

An employee may apply for the maximum period of 13 weeks annual leave after ten (10) years of service; and 9.1 weeks pro-rata after seven years' service when leave is taken at full pay.

When taking long service leave, employees cannot incur a negative balance.

An employee will be required to take long service leave within five years of long service leave falling due. If an agreement cannot be reached for long service leave to be taken, Council is authorised to determine when the employee will take long service leave. The employee will be provided with at least three months written notice of the date on which the employee will be required to take at least four weeks long service leave.

9.12 Military Leave

Employees (except casuals) who enlist in the Australian Defence Force Reserve (ADFR), Either Army, Air Force or Navy, and who volunteer and participate in training and other reservist activities may be granted Military Leave for:

- Attendance of recruitment training (up to a maximum of six weeks) which normally occurs within six months of enlistment.
- Attendance of obligatory or mandatory core skills training (up to a maximum of four weeks), which normally occurs within the next 12 months following recruit training.
- Attendance of one concentrated or specialist training program (up to a maximum of two weeks) per year following recruitment and obligatory/mandatory training and no earlier than 18 months from the date of enlistment.

All leave is to be based on a five day working week.

Employees may be granted leave without pay or utilise annual leave or long service leave to attend any optional development training and other ADFR activities. Wherever possible, employees are to complete optional training or development in their own time (outside normal work hours).

Employees must discuss ADFR activities with their supervisor and provide as much notice as possible (at least 6 to 12 months where possible).

Whilst operational requirements and business needs are to be taken into consideration before approving leave to attend ADFR training and activities, the employee's commitment and ADFR duties should be recognised as valuable and wherever possible, alternative staffing arranged.

To be granted leave for ADFR training or activities, employees must:

- Submit a Leave Application Form with approval from their supervisor; and
- Obtain a ADFR Training Notice, confirming the necessity for attendance at the training or activity, and attach the notice to the leave application; and
- Provide to their Supervisor at the conclusion of the training or activity, documentation signed by their Command Officer or delegated representative of the ADFR, as evidence of their attendance.

The Supervisor is to provide evidence of the ADFR attendance to People and Culture.

In relation to salary payment for ADFR, where the total payment made to an employee by the ADFR to attend reservist training or activities is less than the normal rate of salary (including shift allowances but excluding overtime) the employee would receive at work, Council will 'top up' the difference.

The top-up amount paid will be the difference between the employee's ADFR pay for each normal or rostered working day for which they are on leave, and the normal rate of pay the employee would have received had they worked that day for Council. The employee must provide appropriate

evidence of the payments received whilst on ADFR leave to enable the top up amount to be calculated.

9.13 Natural Disaster and Extreme Weather Leave

Employees will be granted up to a maximum of two days of paid leave per year (non-cumulative) subject to approval by the Chief Executive Officer or delegated officer.

A natural disaster (including an undeclared natural disaster) is an extreme weather event caused by natural flood, cyclone, bushfire, tsunami, or earthquake event.

9.14 Parental Leave

In accordance with the Parental Leave Guidelines, permanent and fixed term employees that have been appointed with Council for a period longer than one year of continuous service will be entitled to paid parental leave, as well as unpaid parental leave, and additional unpaid parental leave.

Casual employees that have been employed longer than 12 months may apply for unpaid parental leave. Casual employees are not entitled to paid parental leave.

The table below provides a summary on paid parental leave entitlements:

Years of Service	Entitlement
One year of continuous service	Payment for 6 weeks at ordinary rates
Two years of continuous service	Payment for 8 weeks at ordinary rates
Three years or more of continuous service	Payment for 10 weeks at ordinary rates

An employee must discuss parental leave arrangements with their supervisor in accordance with the Parental Leave Guidelines. An employee or supervisor shall contact their People and Culture Business Partner for further advice.

Upon agreement of parental leave arrangements, a Parental Leave Application Form must be completed, signed off and approved by the supervisor and is to be emailed to People and Culture. A medical certificate or statutory declaration must be provided to confirm the estimated due date. The payroll team will process the parental leave application and will provide the employee with a parental leave letter.

Employees on paid parental leave will continue to receive superannuation payments in accordance with their arrangement with Council.

Partners who are not the primary carer may also access one week of paid leave or up to eight weeks unpaid leave which may be taken at the time of the birth to help mothers recover from the birth. Leave can also be taken at the time of adoption. This leave may also be used during the baby's first 12 months to support the mothers in their caring role.

9.15 Personal Leave

Personal Leave, which includes Sick and Carers' Leave carries a total entitlement of 15 days for all employees (except casual employees). Part-time employees are entitled to pro-rata personal leave.

Employees must submit personal leave via the Kronos system. In the event that an employee has exhausted all personal leave entitlements, they are eligible to utilise annual leave or unpaid leave.

9.15.1 Carer's Leave

All employees (except casuals) are able to take carer's leave to provide care and support a member of the immediate family or household experiencing sickness, injury, or an emergency situation. An employee may take up to two consecutive days for carer's leave purposes without the requirement to produce a medical certificate. Where carer's leave is in excess of two days, it should be supported by a medical certificate.

The employee wherever practical, is required to give the Council notice prior to the absence, of the intention to take carer's leave, the name of the person requiring care and their relationship to the employee, the reasons for taking such leave and estimated length of absence. If it is not practicable for the employee to give notice of the absence, the employee shall notify Council of such absence within 30 minutes of the employee's designated start time on the day of the absence.

Carer's leave is not intended to be used for long-term care arrangements. Carer applications shall be restricted to 10 days per application unless otherwise approved. For long-term carer's leave, seek advice from People and Culture. Applications of more than one month are to be directed to the General Manager for approval, provided that approval will not be unreasonably withheld.

9.15.2 Sick Leave

Where an employee falls ill and unfit for work duties, they must notify and phone their supervisor within 30 minutes of normal start time, where possible.

An employee must provide a medical certificate from a registered health practitioner or other appropriate evidence to the satisfaction of Council if sick leave absence exceeds two days.

If there is a noticeable pattern in which sick leave is being taken directly before or after a public holiday, or directly before or after a weekend or Rostered Day Off, the supervisor will discuss the pattern with the employee to determine if there are any matters of concern. In consultation with People and Culture Business Partner, it may be advised that a medical certificate or other appropriate evidence will be required for any one day absence on sick leave in future. In the event that an employee refuses this request, the People and Culture Business Partner will provide additional advice and support.

An employee falling ill during annual leave may apply to have such leave re-credited for the period shown on the medical certificate if the certificate is for a period of five days or more. This is subject to the availability of paid sick leave, which will be correspondingly debited.

9.16 Purchase of Additional Leave

Permanent and long-term temporary employees (i.e. with a contract greater than 24 months), who have passed probation, are eligible to apply to purchase up to 4 weeks additional leave per annum. Purchased leave is self-funded by weekly deductions calculated on your gross salary at the time of application, all applications are managed by Payroll if approved by the General Manager. All purchased leave must be utilised in one year. When taken, purchased leave is paid out at the same rate as it was initially applied for and does not attract salary increases.

Applications must include the period of leave required and consideration of when the leave will be taken. Employees should seek financial advice to ensure they are able to meet commitments after

consideration of the contributions for purchased leave, only under extenuating circumstances may an employee apply for consideration to vary their arrangement.

To pay for the “purchased leave” an amount will be deducted each week from your gross salary. The first salary deduction will be made on the first pay cycle of the effective agreement, superannuation contributions may be impacted by this change. Any leave not taken will be refunded back at the same rate.

Purchased Leave is not Annual Leave and as such does not attract the conditions of this entitlement (e.g. 17.5% leave loading or higher duties).

Employees will not be eligible to purchase leave if they are receiving Work Cover payments.

If you miss a deduction, it will be caught up in the next available pay. Should an employee resign or have their employment terminated before the full amount of purchased leave has been repaid, Council will withhold any outstanding monies from the employee’s final pay. Should your final pay not cover the full amount, the employee will be required to reimburse Council the difference

For enquiries, contact payroll@ipswich.qld.gov.au.

9.17 Study Leave

Study leave is available to all permanent and fixed-term employees, employed on a basis of three years or greater, that have evidence of an approved [Study Assistance Application Form](#). Eligible employees are entitled to up to five hours per week, including travel time for attendance at compulsory practical training and lectures. Paid leave of one full day per final examination is available to attend exams held during work hours.

Employees undertaking study by correspondence or related modes shall receive up to ten days paid leave per annum for attendance to compulsory residential schools.

The employee is required to record any study-related leave in their Kronos timesheets utilising the appropriate pay code. Payroll will process the study leave in accordance with this procedure.

10. Monitoring and review

This procedure will be reviewed in accordance with Council’s four (4) year review cycle or sooner if required.

11. Related documents

Leave Entitlements Administrative Directive

[Ipswich City Council Certified Agreements 2021](#)

[Queensland Employment Standards](#) – Chapter 2 Part 3 of the *Industrial Relations Act 2016 (Qld)*

[Kronos User Guides](#)

[Purchase Additional Leave Application Form](#)

[Study Assistance Application Form](#)

[Cultural, Ceremonial and NAIDOC Leave Application Form](#)

12. Definitions

COUNCIL Refers to Ipswich City Council

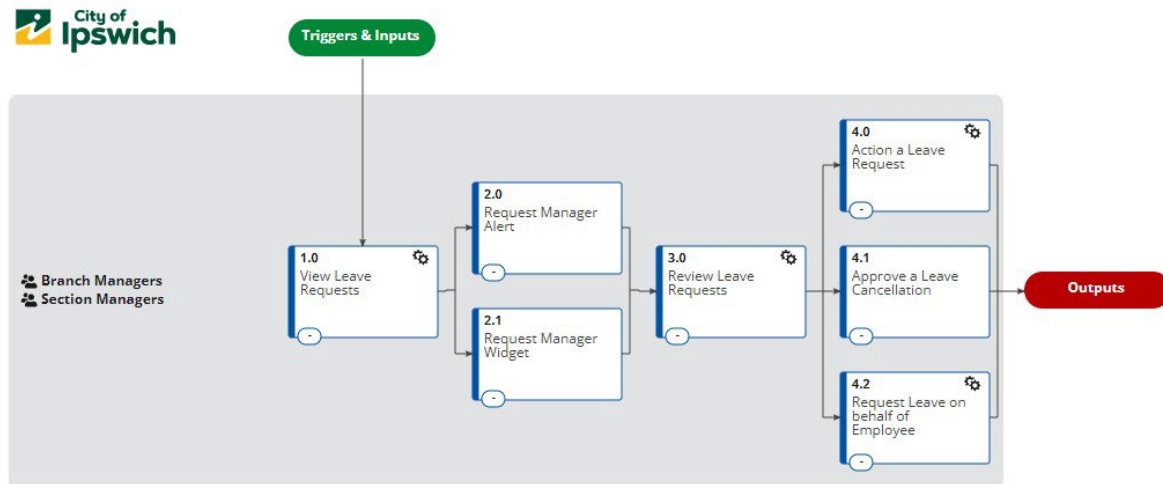
KRONOS

The time and attendance system utilised by Council Employees

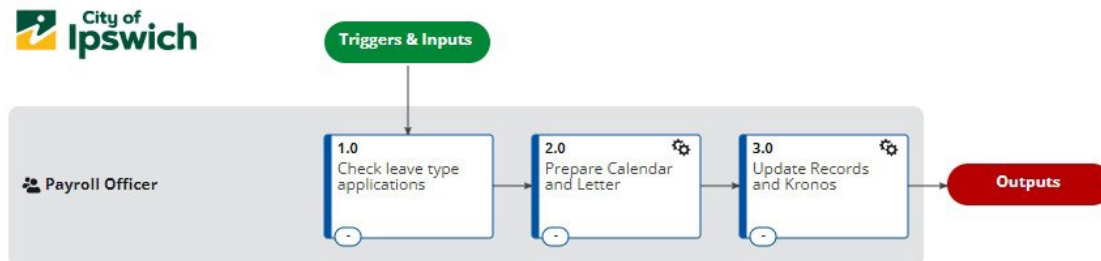
IMMEDIATE FAMILY

Includes a spouse (former spouse, de facto spouse, former de facto spouse) of the employee; and a child (including an adult child, an adopted child, a foster child, a stepchild, or an ex-nuptial child), parent, in-law, grandparent, grandchild or sibling of the employee or spouse of the employee.

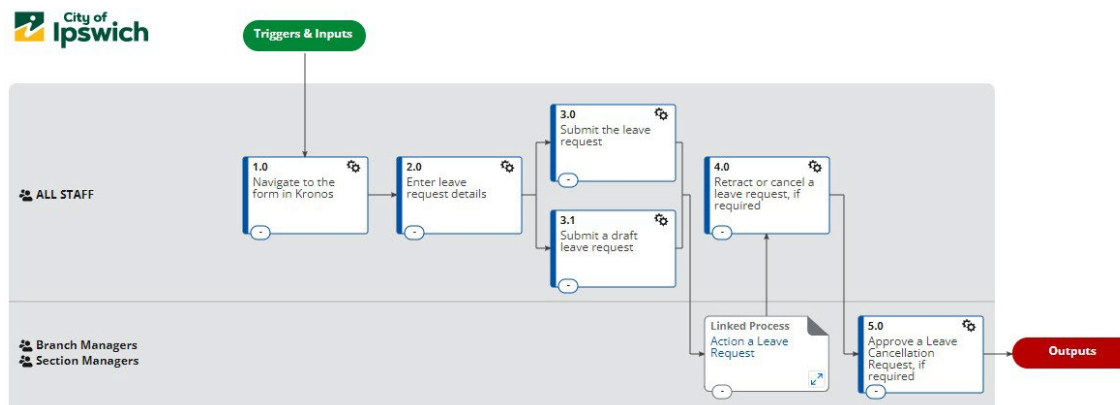
13. Process Model



Action a Leave Request



Process Parental (Maternity) Leave Payments



Submit a Leave Request

14. Procedure Owner

The General Manager, Corporate Services is the procedure owner and the Manager, People and Culture is responsible for authoring and reviewing this procedure.