

## Leave Policy

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### 1. Purpose

Ready Group respects and appreciates the time our employees commit to their jobs, as well as their need for time away from work. All employees are entitled to leave in accordance with relevant legislation and the provisions of this policy. This policy defines the entitlements for leave and the process of application for and approval to take leave.

Paid leave entitlements are also governed by the National Employment Standards of the *Fair Work Act 2009* (Cth)(as amended) ("**the Act**").

### 2. Scope

This Policy is applicable to all employees of READY GROUP.

The following paid leave entitlements only apply to full-time and part-time employees:

- Annual leave;
- Personal leave;
- Compassionate leave; and
- Community service leave (jury service).

### 3. Definitions

Throughout this policy the following definitions apply:

**NES** means the National Employment Standards in the Act.

**Immediate Family Member** means the following members of an employee's immediate family:

- a) A spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee;
- b) A child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.
- c) **De facto** partner includes a former de facto partner or the employee.

**Personal leave** includes paid sick leave and paid or unpaid carer's leave as follows:

**Sick leave** means paid leave taken by an employee because of a personal illness, or injury, of the employee

**Carer's leave** means paid or unpaid leave taken by an employee to provide care or support an Immediate Family Member of the employee, or a member of the employee's household, who requires care or support because of a personal illness, or injury, of the member; or an unexpected emergency affecting the member.

## 4. Annual Leave

### Entitlement

Full-time employees will accrue progressively a maximum of 20 days annual leave during each year of continuous service in accordance with the NES.

Part-time employees will accrue a pro rata amount of annual leave based on their ordinary hours.

Annual Leave entitlements accrue from the commencement date of employment progressively during a year of service according to the employee's ordinary hours of work.

Any balance Annual Leave accruals upon termination of an employee's employment will be paid out to them in their final pay.

### Taking Annual Leave

When an employee proposes to take a period of annual leave, the time and date of such leave must be authorised by their manager. Authorisation by Ready Group is subject to operational requirements and should be taken at a time that is mutually agreed to.

Employees will need to complete a 'Leave Request' form on Formitize and submit it **at least 4 weeks** before the commencement of leave to ensure the company can reasonably cover the employee's role while they are on annual leave. This form must be authorised by Management.

In some circumstances, Ready Group may, at its discretion, approve a period of annual leave in advance of the employee accruing an entitlement to such leave.

The full entitlement of annual leave does not have to be taken each year however the company's policy is for employees to ensure they only have 2 weeks of annual leave remaining at the end of each financial year. This is to ensure employees maintain a positive work-life balance and continue to remain refreshed and engaged whilst at work.

Ready Group will allow an employee to go into negative Annual Leave by 15.2 hours (2 days) leave if they have been employed continuously for a period of 12 months or more.

Ready Group reserves the right to direct an employee to take annual leave in accordance with the employee's relevant industrial instrument in circumstances where the employee has an excessive (beyond 8 weeks) annual leave balance.

Ready Group also reserves the right to direct employees to take annual leave over shutdown periods such as the Christmas/New Year period.

### Cash Out of Annual Leave

Employees can cash out annual leave under the Building and Construction award. To cash out annual leave you will need to have;

- At least 4 weeks annual leave left after the cash out (152 hours)
- A signed written agreement with Ready Group stating;
  - The number of hours being cashed out



- The amount you will be paid out
- Date paid

Employees cannot cash out more than 2 weeks every 12 months.

To cash out annual leave, employees are to put their request in writing via emailing [admin@readygroup.au](mailto:admin@readygroup.au)

## 5. Sick and Carer's Leave

### Entitlement

Paid sick and carer's leave may be taken because of a personal illness or injury or to provide care or support to a member of your immediate family or household because of a personal illness or injury or an unexpected emergency affecting that member.

An **immediate family member** is a:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling, or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner).

This definition includes step-relations (for example, step-parents and step-children) as well as adoptive relations.

A **household member** is any person who lives with the employee.

Full-time employees will accrue progressively a maximum amount of 10 days (76 hours) of paid Personal Leave during each year of continuous service in accordance with the NES.

Part-time employees will accrue a pro rata amount of Personal Leave.

Untaken Personal Leave will accrue from year to year but is not payable on termination of employment.

Personal Leave accrues progressively during a year of service according to the employee's ordinary hours of work.

An employee will not be entitled to paid Personal Leave for any period in respect of which they are entitled to workers' compensation.

### Notification Requirements for Sick Leave

An employee must notify the Company as soon as reasonably practicable that they will be absent due to illness or injury. In notifying the Company, the employee must contact their manager by phone call and in cases where the manager is unavailable, leave a



message. Alternatively, they can send a text message to notify their Manager that they are unable to attend work.

#### Documentary Requirements for Sick Leave

If you are away for two days or more a medical certificate will be required and, in some circumstances, you may be asked to provide a certificate for even one day's absence through sickness. If you fail to do this these days off will be treated as unpaid leave.

#### Notification Requirements for Carer's Leave

An employee must notify Ready Group as soon as reasonably practicable when the employee requires (or required) leave during the period to provide care or support a member of the employee's immediate family, or a member of the employee's household. In notifying Ready Group, the employee must contact their manager and in cases where the manager is unavailable, leave a message.

#### Documentary Requirements for Carer's Leave

If Ready Group requires an employee to provide documentary evidence in relation to a period of Carer's Leave taken (or to be taken) by the employee to provide care or support to an Immediate Family Member or a member of the employee's household, as soon as reasonably practicable the employee must give the Company a document that is:

- If the care or support is required because of a personal illness or injury - a medical certificate from a registered health practitioner (or other evidence that would satisfy a reasonable person); or
- If the care or support is required because of an unexpected emergency affecting the member - a statutory declaration (or other evidence that would satisfy a reasonable person) made by the employee.

#### Unpaid Carer's Leave

If an employee satisfies the requirement to take Carer's Leave but has exhausted their entitlement to paid Personal Leave, or the employee is a casual employee, they may access a maximum of 2 days of unpaid Carer's Leave per occasion.

## **6. Long Service Leave**

#### Entitlement

An employee's entitlement to Long Service leave will be in accordance with applicable State based legislation and the Construction Industry Long Service Leave Fund.

#### Taking Long Service Leave

Employees who have qualified for long service leave and wishing to take all or part of their long service leave entitlement should consult management prior to applying for long service leave to ensure the company can cover the employee's role while they are on long service leave. Applications for long service leave should be made **at least 3 months** in advance and will be subject to management approval.

## **7. Compassionate Leave**

### Entitlement

Full-time and part-time employees are entitled to a period of 2 days paid Compassionate Leave for each occasion when an Immediate Family Member or a member of the employee's household:

- a) contracts or develops a personal illness that poses a serious threat to their life; or
- b) sustains a personal injury that poses a serious threat to their life; or
- c) dies.

### Taking Compassionate Leave

An employee who is entitled to a period of compassionate leave for a particular permissible occasion is entitled to take the compassionate leave as:

- a) a single, unbroken period of 2 days; or
- b) separate periods of 1 day each; or
- c) any separate periods to which the employee and Ready Group agree.

An employee who is entitled to a period of compassionate leave because a member of the employee's immediate family or a member of the employee's household has contracted or developed a personal illness, or sustained a personal injury, is entitled to start to take the compassionate leave at any time while the illness or injury persists.

Ready Group may require the Employee to provide evidence at their discretion that would satisfy a reasonable person of the personal illness, sustained personal injury or death.

## **8. Family and Domestic Violence Leave**

### Entitlement

All employees can access 10 days of paid family and domestic violence leave each year. This includes full-time, part-time and casual employees.

An employee's paid leave entitlement is available in full immediately and resets on their work anniversary. It does not accumulate from year to year.

Employees must be experiencing family and domestic violence to be eligible to take paid family and domestic violence leave.

Family and domestic violence means violent, threatening or other abusive behaviour by certain individuals known to an employee that both:

- seeks to coerce or control the employee
- causes them harm or fear.

To access paid family and domestic violence leave, the individual known to the employee could be:



- an employee's close relative
- a member of an employee's household, or
- a current or former intimate partner of an employee.

A close relative is:

an employee's:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

## **9. Community Service Leave**

### Entitlement

Community Service Leave refers to:

- Jury Service (including attending for jury selection) that is required by law.
- Voluntary Emergency Management Activity relating to activities involving dealing with an emergency or a natural disaster on a voluntary basis, by an employee who is a member of or associated with a recognised emergency management body.

### Jury Duty

Full-time and Part-time employees are entitled to paid leave to serve on a jury up to a maximum of 10 days.

Leave will be paid as 'make-up-pay' for the first 10 days that the employee is absent for a period of jury service. Make-up pay is the difference between any jury service pay the employee receives excluding any expense – related allowances) and the employee's 'base rate of pay' for the ordinary hours they would have worked.

Base rate of pay excludes incentive-based payments and bonuses, loadings, monetary allowances, overtime and penalty rates, or any other separately identifiable amounts.

### Voluntary Emergency Management Activity

An employee is entitled to take community service leave while they are engaged in the activity and for reasonable travel and rest time.

This leave is unpaid leave.

### Taking Community Service Leave

Employees must advise their Manager immediately upon being notified of their requirement to attend Jury Duty and then if selected for Jury Duty.

To be eligible for paid jury duty leave an employee must provide official evidence of attendance from the court (or other evidence that would satisfy a reasonable person) where Ready Group requires such evidence.

Employees must advise their Manager of any need to take Community Service Leave. Managers must approve Community Service Leave prior to the leave being taken.

## **10. Parental Leave**

Unpaid Parental Leave is available to employees who at the commencement of Parental Leave, have been continuously employed with the Company for 12 months or more. Full Time and Part Time employees are entitled to up to 12 months of unpaid parental leave.

Casual employees are entitled to up to 12 months of unpaid parental leave if:

- They are a long-term casual
- Have worked on a regular and systemic basis for the past 12 months prior to the leave

Parental Leave refers to:

- Unpaid maternity, paternity, adoption and special maternity leave taken by the primary care giver.
- Unpaid leave due to the birth of a new child or adoption of a child under the age of 16 years.

Employees may take any accrued annual leave and long service leave as a part of their parental leave however total leave both paid and unpaid may not exceed 52 weeks. The portion of unpaid leave will comprise the parental leave component.

Employees who are not able to perform their usual job must provide a letter from their Doctor advising of any restrictions. Employees will then be transferred to a suitable 'safe job'.

Pregnant employees who wish to continue work six (6) weeks prior to the due date, must provide a medical certificate stating they are fit to continue work.

Employees wishing to apply for the Australian Government Paid Parental Leave Scheme should contact Centrelink directly.

Absence on parental leave is not considered an interruption to your employment but the leave taken is not included in calculating your length of service, nor do you accrue any leave entitlements during the leave period.



When you return from parental leave, the company will make your former position available, if possible. If not, we will endeavour to find another position for you as close as possible in status and pay to your former position.

### Taking Parental Leave

An employee must submit a letter to their Manager and HR advising of the intended start and end dates for the leave at least ten (10) weeks prior to the expected due date or adoption date along with reasonable documentary evidence of the pregnancy or adoption.

Employees are required to submit leave applications according to company processes at least 4 weeks prior to the commencement of their leave.

### Extending Leave

Employees can request to extend their leave for an additional twelve (12) months (maximum of 24 months on total).

At least four (4) weeks prior to the end of the employee's initial period of Parental Leave, the employee should put their request in writing outlining the reasons for the extension.

The business will provide a written response within twenty one (21) days advising of the decision.

### Reducing Leave

Employees wanting to return to work before the planned date must discuss this with their Manager and Human Resources in order to reach agreement with Ready Group for the request.

### Returning to Work post Parental Leave

Employees must advise if they are returning to at least four (4) weeks prior to the end of their period of Parental Leave.

Employees requesting flexible work arrangements must put their request in writing. The business will provide a written response within twenty-one (21) days advising of the decision

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