

Policy Title	Leave Policy (Australia)		
Overview	The intent of this policy is to inform ELMO employees of their entitlements, requirements, and responsibilities as they request leave.		
Primary Owner	Senior People & Culture Manager		
Other Responsible Roles	People & Culture		
Approver	Chief People Officer	Version Number	1.3
Current Review Date	8 October 2024	Next Review Date	8 October 2025
Document Location	Bloom, Confluence		

1.0 Purpose

The purpose of this policy is to provide information on leave entitlements to assist employees in balancing personal, professional and family needs.

This policy supports management of leave entitlements in a way that:

- Assists employees in managing their work and personal responsibilities
- Integrates leave planning into workload planning
- Meets the needs of ELMO's strategic and operational objectives
- Complies with National Employment Standards (NES).

2.0 Scope

This policy applies to all full-time and part-time employees.

3.0 Document maintenance

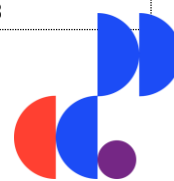
This policy is to be reviewed annually or as required when significant changes occur. It is a requirement that this policy is reviewed and accepted by "Other Responsible Roles."

4.0 Related Legislation

01	National Employment Standards (NES)
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5.0 Relevant Systems

01	ELMO Parental Leave Guidelines
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02	Connecting People Policy
03	Disciplinary Policy

6.0 How to apply for leave

All leave requests must be submitted via PayRTA in Bloom. Where leave is planned it must be approved by a manager prior to an employee taking leave.

Where leave is unplanned, such as sick leave, an employee is required to submit a request on the first day they return to work, along with any certificate or documentation required as per this policy.

7.0 Leave Types and Requirements

The following types of leave are covered by the policy:

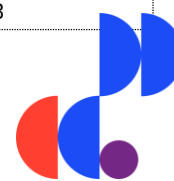
- Annual
- Personal (Sick and Carers)
- Compassionate & bereavement
- Stillbirth & Miscarriage Leave
- Unpaid leave
- Community Service Leave (Voluntary Emergency Management Activities & Jury service)
- Paid parental leave (PPL)
- Long service Leave
- Time in lieu
- Family and domestic violence leave
- You day
- Birthday leave
- Connecting People

7.1 Annual Leave

An employee (other than a casual employee) accumulates four weeks of paid annual leave for each year of service with ELMO. An employee's entitlement to annual leave accumulates continuously based on the number of ordinary hours they work. Ordinary hours under the NES cannot exceed 38 hours in a week. Permanent part-time employees will accumulate annual leave on a pro-rata basis on hours worked.

- Annual leave is paid at the employee's base pay rate for all ordinary hours
- An employee is not on annual leave if the period during which an employee takes annual leave:
 - Includes a day or part-day that is a public holiday
 - Includes a period of any other leave (other than unpaid parental leave), or a period of absence from employment due to community service leave.

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Annual leave can be taken as soon as it is accumulated; it does not have to be taken each year. It is up to each manager, and their employee to agree on when and for how long annual leave can be taken. While a manager will endeavour to approve an employee's requested leave period, business operations must be maintained.

An employee cannot request to take leave in advance and have a negative leave balance, unless there are extenuating circumstances. This needs to be approved by the employee's ELT member and People & Culture Team.

7.1.1 Block-out Periods

During peak periods of operations block-out periods will be mandated, where the manager will not receive or approve leave requests. Block-out periods will be recorded in PayRTA. Any changes to block-out periods will be communicated via email no less than four weeks prior to commencement of the block-out period.

An employee with annual leave approved prior to a block-out period being mandated, will be consulted to ascertain if alternative dates can be selected, or make adjustments to the leave request, this may include reducing the number of leave days taken.

7.1.2 Accessing Annual Leave

The following conditions exist when accessing annual leave:

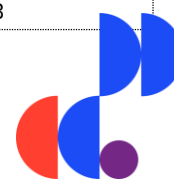
- An employee will discuss Annual Leave requirements with their manager prior to requesting leave.
- Annual leave requests are submitted into PayRTA by the employee.
- Annual leave requested cannot fall in the block-out period, unless approval is obtained
- Annual leave cannot be taken without their manager's approval in PayRTA.

7.1.3 Excessive Annual Leave and Direction to Take Leave

ELMO can direct an employee to take annual leave when they have an excessive leave balance. An employee is determined to have excessive leave if their annual leave balance is greater than eight (8) weeks.

Before an employee is directed to take leave, ELMO will confer with the employee and attempt to genuinely reach an agreement on how to reduce the employee's annual leave balance (e.g. implement a leave plan). If all attempts to reach a genuine agreement are unsuccessful, then ELMO will direct the employee to take annual leave by providing written directions.

An employee that is directed to take leave will also not be directed to take an amount of leave that will result in their remaining leave balance to be less than six (6) weeks.



7.2 Personal Leave

An employee (other than a casual employee) is entitled to 10 days per year sick and carer's leave (also known as personal leave or personal carer's leave). Permanent part-time employees will accrue sick, and carer's leave on a pro-rata basis, based on hours worked.

Sick and Carer's leave may be submitted for doctor appointments. The employee must notify their manager in advance of the appointment, and may be required to submit proof that the time taken was used for the appointment. When possible, such appointments should be scheduled at the beginning or the end of the working hours.

An employee may have to take time off to care for an immediate family or household member who is sick or injured or help during a family emergency. This is known as carer's leave and will come out of an employee's personal leave balance.

An employee's entitlement to paid leave accrues progressively during the years of service according to the number of ordinary hours worked, and accumulated from year to year.

Should an employee exhaust their sick and carer's leave entitlement, it will be recorded by Payroll as unpaid leave. An employee may instead request Payroll to deduct the days from their Annual Leave entitlement. This will not occur without express written approval by the employee.

In rare circumstances a Head of Division in consultation with their Executive may approve sick leave without a medical certificate when they have determined the employee to be sick leading into the weekend, or beyond two days, or either side of a public holiday.

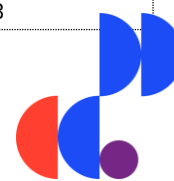
A comment in PayRTA by the manager must clearly define the approval given without the need for a medical certificate.

Accrued personal leave will not be paid out on the cessation of employment with ELMO.

7.2.1 Accessing Personal Leave

The following conditions exist when taking personal leave:

- Where personal leave is scheduled in advance, the request must be entered and approved in Pay RTA prior to the date
- When an employee is sick, the employee must notify their manager as soon as possible of their inability to attend work
- A certificate from a qualified medical practitioner must be provided for personal leave taken for two consecutive days or more, or where a sick day falls on either side of a public holiday or weekend
- A clearance certificate from a qualified medical practitioner must be provided for any employee returning to work prior to the date specified on their medical certificate
- Days taken must be entered in PayRTA with the applicable certificate within 2 working days of returning to work.



7.3 Compassionate Leave

An employee (other than a casual employee) is entitled to 3 days paid leave in the event of the death (or contraction or development of a life-threatening illness or injury) of their wife, husband, father, mother, mother-in-law, father-in-law, grandparent, brother, sister, child, step-child, de facto (including same sex) partner or miscarriage.

An employee (other than a casual employee) may be entitled to an additional 3 days leave without loss of pay on production of satisfactory evidence of the death outside of Australia of their husband, wife, mother, child, step-child, father or de facto (including same sex) partner.

7.3.1 Accessing Compassionate Leave

The following conditions exist when accessing compassionate leave:

- An employee will discuss compassionate leave requirements with their manager prior to requesting leave
- Compassionate leave request is submitted into PayRTA by the employee
- Compassionate leave cannot be taken without their managers approval in PayRTA

7.4 Stillbirth or Miscarriage Leave

ELMO provides extra leave provisions for those who have experienced stillbirth or miscarriage, this can be accessed in addition to the 3 days entitlement of paid compassionate leave.

If a child is stillborn after 20 weeks of pregnancy the employee will be entitled to:

- 10 days of paid parental bereavement leave for the birthing person

If an employee experiences a miscarriage in the first 20 weeks of pregnancy they will be entitled to:

- 5 days of paid miscarriage leave for the birthing person

7.5 Unpaid Leave

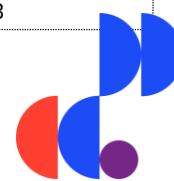
An employee (including a casual employee) may request time off without pay for any reason, and ELMO may consider the request. An employee may request a maximum of five consecutive working days, approval by a manager will be subject to operational capacity.

A maximum of ten working days in total may be approved annually subject to operational capacity.

7.5.1 Accessing Unpaid Leave

The following conditions exist when accessing unpaid leave:

- An employee will discuss unpaid leave requirements with the manager prior to requesting leave



- Unpaid leave is not a leave option in our system. This type of leave can be accessed by submitting an annual leave request in PayRTA and the system will automatically move the days into unpaid leave. Please note that if the employee has annual leave this will be deducted from their balance and the system will notify the employee with the following message “the request may result in leave without pay.”
- Unpaid Leave requested cannot fall into the blackout period
- Unpaid Leave cannot be taken without their managers approval
- Unpaid Leave can only be taken and approved when all other leave entitlements (i.e. Annual Leave) have been exhausted.

7.6 Community Service Leave

Employees can take Community Service Leave for activities such as:

- Voluntary Emergency Management Leave
- Jury Service

7.6.1 Voluntary Emergency Management Leave

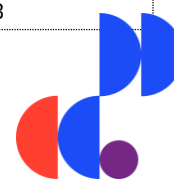
An employee engages in a voluntary emergency management activity if:

- the activity involves dealing with an emergency or natural disaster
- the employee engages in the activity on a voluntary basis
- the employee was either requested to engage in an activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted, and
- the employee is a member of, or has a member-like association with, a recognised emergency management body e.g. State Emergency Service (SES), Country Fire Authority (CFA), RSPCA (in respect of animal rescue during emergencies or natural disasters).

7.6.1.1 Accessing Voluntary Emergency Management Leave

The following conditions exist when accessing Voluntary Emergency Management Activity leave:

- An employee is entitled to take community service leave while they are engaged in the activity and for reasonable travel and rest time.
- An employee who takes community service leave must give notice of the absence as soon as possible (this may be after the leave starts) and the period or expected period of absence.
- An employee must provide evidence that they're entitled to community service leave.
- There is no limit on the amount of community service leave an employee can take.
- Community service leave is unpaid and is managed on an ad hoc basis so all requests will need to be sent to peoplematters@elmosoftware.com.au for payroll to enter into PayRTA manually.



7.6.2 Jury Service Leave

When an employee is required to attend jury service (including attendance for selection), ELMO will grant leave for that employee to attend court.

An employee (other than a casual employee) is entitled to jury service leave to make-up for a maximum of 10 days jury service if they:

- Take all reasonable steps to recover any amount of jury service pay they are entitled
- Provide evidence of the amount of jury service payment made, or that no payment has been made.

Employees will be paid their base rate of pay for ordinary hours, less any jury service payment they receive.

7.6.2.1 Accessing Jury Service Leave

The following conditions exist when accessing Jury Service leave:

- An employee must provide their manager with the official notice requiring their attendance
- The People & Culture team are to be notified to prepare a letter of exemption for the employee to be excused from jury duty if required
- Should the employee be required to attend jury service, a leave request must be submitted in Pay RTA.

If any employee does not provide appropriate notice and evidence of the need to take leave, ELMO may refuse the leave, and the employee will be on unpaid leave over the jury duty period.

7.7 Paid Parental Leave (PPL)

ELMO offers primary caregivers 12 weeks PPL and secondary caregivers 6 weeks PPL. PPL is available to employees who have completed a minimum of 6 months service. PPL is in addition to Government entitlements. PPL is also available in cases of adoption.

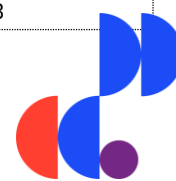
7.7.1 Accessing PPL

The following conditions exist when accessing PPL leave:

- An employee will confirm the need to take PPL with their manager as soon as they become aware of the date range for needing time off.
- PPL request is submitted into PayRTA by the employee at the time of birth or adoption
- PPL cannot be taken without their manager approval in PayRTA.

Please read the **Parental Leave Guidelines** before making an application for parental leave as this document outlines a step-by-step process of how to apply for parental leave.

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7.8 Long Service Leave

An employee (other than a casual employee) is entitled to long service leave after a period of continuous service depending on the leave entitlements that are set out in the relevant state or territory industrial relations regulations.

Accrued long service is paid when an employee resigns, and may be paid on termination, depending on the circumstances of termination i.e. summary dismissal. An employee may be eligible for a pro-rata payment on termination after a minimum period of years of continuous service subject to relevant state or territory industrial relations regulations.

7.8.1 Accessing Long Service Leave

An employee will discuss Long Service Leave requirements with their manager prior to requesting leave.

- Long Service Leave request is submitted into PayRTA by the employee
- Long Service Leave cannot be taken without their managers approval in PayRTA
- Long Service Leave should not, where practicable, be requested within a blackout period.

7.9 Time In Lieu

As part of the employment agreement, there will be times where the company requires the employee to work reasonable additional hours (including weekends) where there is no additional remuneration payable. Where excessive hours are worked outside of ordinary work hours, an employee may be entitled to Time in Lieu (TIL).

Time in Lieu arrangements must be approved prior to commencing an arrangement by the Department Head/ELT and Chief Financial Officer. An employee can submit a TIL Application Form in PayRTA where it will be approved by the manager and People & Culture team. Employees should not expect that TIL will be approved.

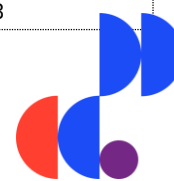
7.10 Family and Domestic Violence Leave

An employee (including a casual employee) is entitled to 10 days of paid leave annually in circumstances where they are receiving threatening, violent or other abusive behavior by a family member. A family member includes an employee's spouse or former spouse, de facto or former de facto partner, child, parent, grandparent, grandchild or sibling. Domestic Violence Leave does not accumulate year on year.

7.10.1 Accessing Family and Domestic Violence Leave

The following conditions exist when accessing Family and Domestic Violence leave:

- An employee will confirm the need to take Family and Domestic Violence Leave with their manager and/or as soon as possible



- If it is the Manager, the manager must advise People & Culture Team immediately of the request for support and guidance to both employee and manager
- The manager and or the People & Culture team may request evidence of the leave request which can include:
 - Documents issued by the police
 - Documents issued by a court
 - Family violence support services documents, or
 - Statutory declaration

A request for Family and Domestic Violence Leave cannot be applied via PayRTA. This process will be managed and administered by the People & Culture Team.

The Family and Domestic Violence Leave does not accumulate from year to year if it hasn't been exhausted. The leave renews every year on an employee's work anniversary date.

The manager and the People & Culture Team will take reasonable steps to ensure confidentiality of the employee's situation which includes information about the employee taking domestic violence leave. The employer is not prevented from disclosing information where it is required by law or necessary to protect the life, health and safety of the employee or another person.

7.11 You Day

ELMO cares about employee wellbeing and wants to empower employees to focus on themselves and to encourage employees to do things that contribute to their health and happiness. All employees are entitled to one (1) You Day. You Day comes into effect on July 1st of the new financial year until 30 June of the same financial year. Employees can apply for the You Day entitlement through PayRTA and is subject to manager approval.

7.12 Birthday Leave

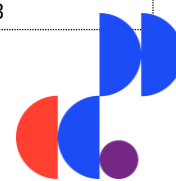
Birthday Leave is an entitlement available to all employees.

Employees may take one (1) day of paid Birthday Leave per calendar year. Birthday Leave must be taken in the month of the employee's birthday. Birthday Leave must be applied via PayRTA and to be approved by the relevant manager, before the leave can be taken.

Birthday Leave is non-accumulative, i.e. it does not accrue year on year. If the entitlement is not used within the month of the employee's birthday then the entitlement is lost and not available until the following year.

7.13 Connecting People

ELMO offers employees the ability to connect with their loved ones overseas or within their current home country through the **Connecting People Policy**. The Connecting People Policy allows employees to do a combination of working interstate and/or overseas as well as

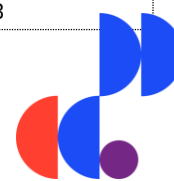


taking leave to visit and spend time with their loved ones. Please read the Connecting People Policy for more information.

8.0 Responsibilities

The following roles have a number of responsibilities related to this policy:

Roles	Responsibilities
People & Culture Team and Payroll	<ul style="list-style-type: none"> • Ensure entitlements are accurately calculated and recorded • Maintain and communicate leave policy with employees. • Deduct entitlements for outstanding balances upon the ending of an employment contract. • Monitor excess leave
VPs and Heads of Division	<ul style="list-style-type: none"> • Conduct absence reviews where there are more than two unsupported absences in a calendar year or where an absence trend is identified • Conduct analysis and review of sick leave strategies and data regularly to ensure effective sick leave management • Conduct monthly analysis and review of Pay RTA, particularly leave submitted and leave taken to ensure effective leave management
Managers	<ul style="list-style-type: none"> • Manage their team requests for leave within ELMO's operational requirements • Plan and schedule leave requirements in advance • Ensure all employee leave is accurately recorded in Pay RTA • Ensure medical certificates and clearance certificates are loaded into Pay RTA • Approve requests in Pay RTA prior to each payroll cycle • Monitor the use of employee leave on a monthly basis • Raise with an employee when patterns of absence are identified when taking sick leave • Ensure Annual Leave breaks are taken to support mental health and wellbeing and prevent burnout • Undertake appropriate counselling and disciplinary action when leave policy and requirements are not met (e.g. Unauthorized absences)
Employees	<ul style="list-style-type: none"> • Their own attendance • Being honest and representing their attendance at work • Assist their manager to plan and schedule leave requirements in advance • Provide adequate notice of planned leave • Ensure their leave is accurately recorded in Pay RTA • Provide all certificates and documentation required to support their leave application



Roles	Responsibilities
	<ul style="list-style-type: none"> • Provide a clearance certificate if returning to work earlier than the date stated in the medical certificate • Seek and obtain approval for planned leave prior to taking leave

9.0 Failure to Comply with Leave Policy

Failure to comply with this policy, will see the employee undergo disciplinary action.

10.0 Abandonment of Employment

Where an employee is absent for five (5) or more consecutive workdays without notifying their manager of their absence, ELMO will take all reasonable steps to contact the employee. If there has been no response, ELMO will consider that the employee has abandoned employment from the date that the employee last attended work.

