

LEAVE POLICY

Effective Date of this Policy : **1 May 2017**
Revised : **14 August 2019**

1. Introduction

This document details the Leave Policy (“Policy”) for an Employee of Norwood Industries Pty Ltd (“Norwood”).

2. Objective of this Policy

The objective of this Policy is to outline the annual leave, long service leave and sick leave entitlements to employees and the manner in which leave is approved and taken.

3. Who is covered by this Policy?

This Policy applies to full-time and part-time employees.

4. Application for leave

The “Application for leave” form (attached) must be completed and submitted to the employee’s manager. Norwood will endeavour to accommodate an employee’s leave requirements wherever possible however its submission does not guarantee its approval.

Approval may be affected by Norwood’s ability to cover the employee’s workload during their absence in order to continue to meet customer expectations. Therefore, the earlier the leave is applied for, the greater the likelihood of its approval. Recommended periods of notice for each category of leave are detailed below.

5. ANNUAL LEAVE

5.1 Annual Leave Entitlements

Full time employees are entitled to 4 weeks of paid annual leave per year (pro-rata for part-time employees). Annual leave benefits do accumulate.

5.2 Cashing out Annual Leave

Norwood permits annual leave to be cashed out, however the employee must retain an entitlement to at least four weeks paid annual leave. The “Application to Cash out Annual Leave” form (see attached) must be completed and approved by Norwood Management.

An employee can also receive payment in lieu of taking annual leave if their employment ends before the leave is actually taken.

5.3 Taking Annual Leave

The entire 4 weeks of annual leave does not have to be taken each year however Norwood’s custom and business practice is for employees not to accumulate annual leave entitlements beyond 6 weeks. A greater period than this is considered excessive.

Norwood may direct an employee to take annual leave:

- if the employee has an excessive accumulated annual leave balance, or
- during a period of shut down (such as between Christmas and New Year), or
- during a non-peak period of the business.

5.4 Annual Leave Period

Annual leave should not be taken in blocks that exceed 4 weeks, unless in exceptional circumstances and by agreement with the Managing Director.

5.5 Notice Period

The following periods of notice are recommended for annual leave.

ANNUAL LEAVE PERIOD	NOTICE
Up to 3 working days	1 week
4 to 15 working days	1 month
16 working days and over	2 months

6. Long Service Leave

6.1 Long Service Leave Entitlements

An employee will be entitled to take Long Service Leave after completing a minimum of 7 years' 'continuous employment' with 'one employer'.

The Victorian Government's online calculator assists both employees and employers covered by the Long Service Leave Act 2018 (Long Service Leave Act 2018) to calculate long service leave entitlements. Long service leave benefits do accumulate.

6.2 Cashing Out Long Service Leave

Norwood does not allow long service leave to be cashed out. An employee can only receive payment in lieu of taking long service leave if their employment ends before the leave is actually taken and they have achieved at least 7 years of continuous service.

6.3 Taking Long Service Leave

Norwood's custom and business practice is for employees not to accumulate long service leave entitlements beyond 16 weeks. A greater period than this is considered excessive.

- Long service leave can be taken for any period of not less than one day;
- an employee can request to take a period of long service leave for twice as long as the period to which they are entitled, at half their ordinary pay;
- an employee can request to take long service leave at any time after 7 years' continuous employment;
- the employer must grant leave as soon as practicable following the employee's request unless the employer has 'reasonable business grounds' for refusing the request; and
- an employer may direct an employee to take leave by giving at least 12 weeks' written notice. If the employee does not want to take their leave at the time nominated by the employer, they can apply to the Industrial Division of the Magistrates' Court.

Norwood may direct any employee to take long service at a particular time by giving at least 3 months written notice.

Long service leave cannot be 'cashed out' – it is an offence under the long service leave Act 2018 to give or receive payment instead of the employee actually taking the break from work.

6.4 Long Service Leave Period

Norwood prefers that long service leave not be taken in blocks that exceed 15 weeks, unless in exceptional circumstances.

6.5 Notice Period

The following periods of notice are recommended for long service leave.

PERIOD	NOTICE
13 weeks and over	3 months

7. Sick and Carer's Leave

7.1 Sick and Carer's Leave Entitlements

Sick and carer's leave is also known as personal or carer's leave.

Entitlements are:

- 10 days each year for full-time employees; and
- pro rata of 10 days each year depending on their hours of work for part-time employees.

7.2 Notice Period

The following periods of notice are required for taking sick or carer's leave.

PERIOD	NOTICE	EVIDENCE REQUIRED
1 day	By 9.00am of sick day	Medical certificate upon request
2 days and over	By 9.00am of sick day	Medical certificate mandatory
Before or after a public holiday	By 9.00am of sick day	Medical certificate mandatory
Before or after a weekend	By 9.00am of sick day	Medical certificate mandatory

For sick leave, the certificate must state the employee was, is or will be unfit for work because of personal illness or injury. For carer's leave, the certificate must state the person the employee cared for, has had, or will have, a personal illness or injury.

8. Family And Domestic Violence Leave

All employees (including part-time and casual employees) are entitled to 5 days unpaid family and domestic violence leave each year. The entitlement to unpaid family and domestic violence leave comes from the National Employment Standards (NES).

9. Parental Leave

Employees are able to take parental leave if they:

- have worked for their employer for at least 12 months:
 - before the date or expected date of birth if the employee is pregnant;
 - before the date of the adoption; or
 - when the leave starts (if the leave is taken after another person cares for the child or takes parental leave).
- have or will have responsibility for the care of a child.

Parental leave is leave that can be taken when:

- an employee gives birth;
- an employee's spouse or de facto partner gives birth;
- an employee adopts a child under 16 years of age.

Employees are entitled to 12 months of unpaid parental leave. They can also request an additional 12 months of leave.

10. Amendments

This policy may be amended from time-to-time. Users will be provided with copies of all amendments and revisions to this policy.

Further information on long service leave

- ACT - [Access Canberra](#) 
- NSW - [NSW Industrial Relations](#) 
- NT - [NT Government](#) 
- Qld - [Queensland Industrial Relations](#) 
- SA - [SafeWork SA](#) 
- Tas. - [WorkSafe Tasmania](#) 
- Vic. - [Business Victoria](#) 
- WA - [Department of Mines, Industry Regulation and Safety](#) 

Norwood Industries Pty Ltd

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