



PILGRIM UNITING CHURCH

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.

HR-04

LEAVE WITHOUT PAY POLICY – EMPLOYEES

1. Introduction

Pilgrim Uniting Church (Pilgrim) is committed to:

- fostering a positive and productive workplace which is mutually beneficial for Pilgrim and our staff; and
- ensuring that employees are treated in accordance with relevant legislation, awards and best practice in human resources management.

2. Purpose

This policy outlines the circumstances whereby employees may apply for leave without pay for special circumstances; for example, extended sickness, family illness, extended holidays or for a variety of other personal reasons.

3. Policy

Leave without pay is a privilege and not a right and the decision to approve such applications will be at the discretion of the Chairperson of the Church Council, taking into account the circumstances of the application and the operational needs of Pilgrim Church.

Authorisation

Church Council Chair:

Reviewed February 2020

Approved: March 2020

Next review date: March 2022

LEAVE WITHOUT PAY PROCEDURES

1. Responsibilities

- 1.1 The Chairperson, Church Council is responsible for approving leave without pay for Pilgrim employees in a fair and consistent manner, taking into account Pilgrim's operational requirements and the employee's needs.
- 1.2 Employees are responsible for applying for leave without pay in accordance with this Policy and Procedures.
- 1.3 The Business Manager is responsible for ensuring that leave without pay applications are appropriately documented, approved and processed through payroll.

2. Applying for Leave (Special) without Pay

- 2.1 Leave without pay will only be approved when all other accrued annual leave, long service leave and (where applicable) sick leave and/or carer's leave entitlements have been taken by the employee.
- 2.2 All applications for leave without pay must be made in writing through the employee's Manager to the Chairperson of Church Council for approval.
- 2.3 The Chairperson of Church Council will advise the employee in writing that their request has been approved or the reasons why the request has been denied.
- 2.4 During any period of leave without pay, entitlements for annual leave, sick leave or long service leave will not accrue. The respective anniversary date will be postponed in line with the period of leave without pay taken.

3. Replacement of Employees whilst on Extended Leave without Pay

The decision to replace an employee whilst they are on extended leave without pay will be made by the Manager, based on the period of time they will be absent from work and the role that they undertake.

4. Related Policies

- HR-01 - Grievance Policy
- HR-02 - TOIL and Time Off to Attend Personal Commitments Policy
- HR-03 - Annual Leave Policy
- HR-04 - Leave without Pay Policy
- HR-05 - Personal (Sick and Carer's) Leave and Compassionate Leave Policy
- HR-06 - Long Service Leave Policy
- HR-11 - Code of Conduct - Staff

Authorisation

Chair of Operations Committee:

Reviewed February 2020

Approved: March 2020

Next review date: March 2022

