



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-05

PERSONAL (SICK AND CARER'S) LEAVE AND COMPASSIONATE LEAVE POLICY

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 arrangements to apply for paid Personal Leave when permanent or contract employees are absent from work due to sick leave, or are required to provide care or support to a member of their immediate family or a member of their household. It also outlines the arrangements to apply for permanent and contract employees to take Compassionate Leave.

Note: Casual employees are entitled to unpaid Personal Leave and Compassionate Leave.

3. Policy

3.1 Sick Leave

Eligible employees are entitled to apply to take accrued paid Personal Leave because they are unfit for work due to a personal illness or personal injury.

3.2 Carer's Leave

Eligible employees are entitled to apply to take accrued paid Personal Leave to provide care or support to a member of their immediate family or a member of their household (that is spouse, domestic partner, child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or domestic partner) who requires care and support due to a personal illness or personal injury or unexpected emergency which affects the member of their household.

3.3 Compassionate Leave

Eligible employees are entitled to Compassionate Leave for each permissible occasion when a member of an employee's immediate family or household (that is, spouse, domestic partner, child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or domestic partner) contracts or develops a personal illness that poses a serious threat to his or her life or sustains a personal injury that poses a serious threat to his or her life, or dies.



Authorisation

Church Council Chair:

Reviewed February 2020

Approved: March 2020

Next review date: March 2022

PERSONAL (SICK AND CARER'S) LEAVE AND COMPASSIONATE LEAVE PROCEDURES

1. Responsibilities

- 1.1 Managers are responsible for approving Personal (Sick and Carer's) Leave and Compassionate Leave for all eligible employees in a fair and consistent manner and in accordance with the *National Employment Standards*.
- 1.2 Employees are responsible for applying for Personal Leave and Compassionate Leave in accordance with the procedures outlined below, including ensuring that the leave is accurately recorded on their timesheets.
- 1.3 The Business Manager is responsible for ensuring that Personal Leave and Compassionate Leave applications are appropriately documented, approved and processed through payroll.

2. Personal (Sick and Carer's) Leave

Eligible employees are entitled to ten (10) days (pro rata for part time hours) of paid personal leave, which accrues progressively during a year of service according to employee's ordinary hours of work.

Employees may apply to take accrued paid Personal Leave:

- for sick leave purposes because they are unfit for work due to a personal illness or personal injury, or
- for carer's leave purposes to provide care or support to a member of their immediate family or a member of their household (that is spouse, domestic partner, child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or domestic partner) who requires care and support due to a personal illness or injury or an unexpected emergency which affects the member of the employee's household.

Casual employees may apply for unpaid Personal Leave.

2.1 Applying for Personal (Sick and Carer's) Leave

- 2.1.1 If an employee is unable to attend work because of a personal injury or illness or carer's leave, they must inform their Manager as soon as is reasonably practical, unless they are unable to comply with this requirement due to reasons beyond their control. Note: Failure to notify of absence due to personal illness, injury or carer's leave may result in non-payment for the absence and will be regarded as an unauthorised absence.
- 2.1.2 All applications for leave must be made on the appropriate Leave Application Form and recorded on the employee's Time Sheets.

- 2.1.3 The application must be completed by the employee either before or as soon as practical after returning to work and approved by the appropriate Manager.
- 2.1.4 A medical certificate or other reasonable evidence, e.g. a statutory declaration must be produced if the employee is absent from work for more than two (2) consecutive days (i.e. for the third and subsequent days), or when the employee has had more than six (6) single day absences from work in any one (1) calendar year.
- 2.1.5 Annual leave days claimed as Personal Leave will be reinstated to the employee's annual leave accrual upon provision of reasonable evidence for the need of Personal Leave.
- 2.1.6 Where employees have no available Personal Leave entitlements and are unable to attend work due to a personal injury or accident that is not a workers' compensation injury, they may apply for leave through their Manager. This leave includes, but is not limited to, annual leave or leave without pay.

3. Compassionate Leave

Eligible employees will be entitled to up to two (2) days paid leave in a single continuous two (2) day period; two (2) separate periods of one (1) day each; or any other separate periods to which the employee and the Manager agree, for each permissible occasion when a member of an employee's immediate family or household (that is spouse, domestic partner, child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or domestic partner):

- contracts or develops a personal illness that poses a serious threat to his or her life; or
- sustains a personal injury that poses a serious threat to his or her life, or

4. Applying for Compassionate Leave

- 4.1 Employees must advise their Manager as soon as possible of a need to take Compassionate Leave.
- 4.2 Employees may be required to produce suitable evidence for the requirement to take and be paid for Compassionate Leave. Suitable evidence may be in the form of a death notice or statutory declaration in accordance with the applicable Award. Failure to provide suitable evidence may result in non-payment of Compassionate Leave.
- 4.3 Additional paid days leave may be taken from other types of leave with the approval of the Manager.

4.4 All applications for Compassionate Leave must be made on the appropriate Leave Application Form and must be approved by the Manager and lodged by employees on their return to work.

4.5 Payment for Compassionate Leave will be made at the base rate of pay for ordinary hours of work in the period. Compassionate Leave does not accumulate if not taken.

5. Related Documents

- HR-01 - Grievance Policy
- HR-02 - TOIL and Time Off to Attend Personal Commitments Policy
- HR-03 - Annual Leave Policy Policy
- HR-04 - Leave without Pay Policy
- HR-06 - Long Service Leave Policy
- HR-11 - Code of Conduct - Staff

Authorisation

Chair of Operations Committee:



Reviewed February 2020

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Next review date: March 2022

