



Policy Name:	Employee Leave Policy and Procedure
Responsibility	Archery Australia Inc Board
Effective	1 st January 2011
Policy Number	1011
Version	1

Leave policy

Intent and objectives

This policy establishes how the management of leave entitlements and discretionary provisions are managed within Archery Australia in accordance with applicable Award, Contracts and legislation and, if applicable, relevant Archery Australia policies.

The Board, the CEO, Supervisors and staff members will consider the operational needs of Archery Australia as well as the individual's needs.

The objectives of this policy are to ensure:

- Archery Australia Board, the CEO and staff members are aware of leave entitlements, discretionary leave provisions and responsibilities.
- Archery Australia is committed to providing opportunities, where staff members work in a safe and healthy family friendly environment and balance their work and life commitments.
- The operational requirements of Archery Australia are taken into account through appropriate work planning.

Scope

This policy applies to the leave provisions all staff members.

Exclusions

Casual staff members (except where they may be entitled to certain unpaid leave)

Provisions

Staff members are provided with a variety of leave arrangements (paid and unpaid) that enable them to balance work with rest and recreation, family responsibilities and other specific purposes.

A safe and healthy work place enables staff members to take leave breaks and provides them with an opportunity to refresh themselves away from the work environment. It is in the interests of staff members and Archery Australia that annual leave entitlements are taken each year.

The CEO and staff members are responsible for considering and balancing, operational and individual needs when applying for leave and/or approving leave.

The CEO is responsible for monitoring annual leave and long service leave balances, and planning with staff members to utilise these leave balances, which should form part of the annual planning process.

The CEO should discuss extended leave arrangements with relevant staff members as part of the annual work planning process, to ensure such arrangements form part of the work areas workforce planning and budgetary processes.

Succession planning should be considered when approving extended leave, as it may provide professional development opportunities for other existing staff members.

Staff members requesting unpaid leave are expected to first use their paid leave entitlements (annual and long service leave), where appropriate (excluding parental leave) and must put a request in writing to the relevant delegated authority in line with the staffing delegation schedule.

Where staff members have exhausted all paid leave Archery Australia will cease paying the relevant staff member's salary for the duration of the absence.

Staff members, who are employed on a fractional basis, and/or part of the year, are entitled to paid leave on a pro rata basis.

In the case of extended unauthorised leave Archery Australia may consider that staff member have abandoned their employment and may take steps to terminate their employment.

At the time of termination staff members are entitled to be paid certain leave entitlements accrued in accordance with Awards, Contract and relevant legislation.

1. Annual Leave Guideline

1.1 Intent

Annual leave is provided to enable staff to enjoy a substantial break from working life. Staff members are required to utilise their accrued annual leave entitlement annually.

1.2 Scope

Continuing and fixed-term staff.

1.3 Exclusions

Casual staff.

1.4 Guideline

1.4.1 Annual leave entitlement

Continuing and fixed-term full time staff members are entitled to 20 working days annual leave for each completed 12 month period of continuous service. Such leave is calculated on a pro-rata basis for any period of service which is less than 12 months. Staff employed part-time will be entitled to annual leave in proportion to their employment fraction.

1.4.2 Taking annual leave

Annual leave accrued in a calendar year is expected to be taken within 15 months of being accrued unless prior written approval has been given by the relevant manager for a period of leave to be carried forward and taken at an agreed and specified date.

Annual leave will be taken at a mutually agreeable time having regard to the organisations operational requirements and the staff member's wishes.

1.4.3 Applying for leave

The employees must complete the leave application form and have it approved by their immediate supervisor/manager no less than one month prior to the planned leave.

Applications for urgent leave due to unforeseen circumstances may be approved at the discretion of the CEO/Board.

1.4.4 Excessive leave balance

The organisation will notify staff of their accrued leave credits when the balance exceeds

- 25 days (administration staff)
- 40 days (senior staff)

1.4.5 Leave in advance of accrued entitlement

Reasonable leave in advance of accrued entitlement may be granted on request and at the discretion of the CEO/Board.

In such circumstances, where a staff member leaves Archery Australia's service, any outstanding payment for leave granted in advance may deduct, from their termination payment.

1.4.6 Payment of annual leave on termination

Annual leave accrued but not taken will be paid to a staff member upon the termination of employment or to the staff member's legal representative in the event of death. Payment will

be made for each completed year of service plus a pro-rata amount for the current year, calculated on a daily basis.

1.4.7 Leave loading

A staff member, who as of the 30th of November in any year, has qualified for four weeks annual leave, will be entitled in respect of that leave, to an annual leave loading equivalent to 17.5% of four weeks salary.

2. Public holidays

2.1 An employee (other than a casual) will be entitled to the following holidays without loss of pay.

New Year's Day, Australia Day, Labour Day, Good Friday, Easter Monday, Easter Tuesday, Anzac Day, Queen's Birthday, Christmas Day and Boxing Day.

2.2 Where any day or days are gazetted in addition to or in substitution of any of the above mentioned days by proclamation or Act of Federal or State Parliament related to that employees place of residence, then that day or days will be observed as holidays without loss of pay.

2.3 Provided that:

- a) When Christmas Day is a Saturday or a Sunday, a holiday in lieu thereof will be observed on the next Monday.
- b) When Boxing Day is a Saturday or Sunday, a holiday in lieu thereof will be observed on the next Tuesday.
- c) When New Year's Day or Australia Day is a Saturday or Sunday, a holiday in lieu thereof will be observed on the next Monday.

3. Community service leave

3.1 Intent

Community service leave entitles staff to be absent from employment when engaging in eligible community service activity.

3.2 Scope

Community service leave encompasses the following leave types:

- Jury service
- Defence reserve leave
- Compassionate leave
- Blood Donations
- Voluntary Service
- Sporting Events
- Cultural, Ceremonial or Religious Observance

- Aboriginal and Torres Strait Islander
- Professional Development

3.3 Exclusions

None

3.4 Guideline

3.4.1 Conditions

A staff member who engages in an eligible community service activity is entitled to be absent from his or her employment for the following periods:

- time when the employee engages in the activity (Unless the activity is jury duty – the employee's period of absence is reasonable in all the circumstances)
- reasonable traveling time associated with the activity and
- reasonable rest time immediately following the activity

3.4.2 Notice and evidence

The staff member must notify the CEO or their supervisor of the expected period of absence as soon as possible and must provide reasonable evidence that the absence from work is because the employee is engaging in an eligible community service activity.

3.4 Jury Service

Jury service leave (including attendance for jury selection) that is required under a law of the Commonwealth, a State or a Territory.

- **Fixed-term and continuing staff members:** Paid leave for the duration of attendance at a court for jury service or for appearing as a Crown witness.
- **Casual staff:** Leave without pay to serve as jurors for the period of attendance required in a court of law.

Any fees paid to the staff member for jury services will not be deducted from the staff member's salary

3.5 Defence Reserve

An employee who is in the Defence Reserve will be entitled to two weeks leave for attendance at an annual training camp and a further four days a year for the same purpose on the certification of the unit's Commanding Officer. Such an employee will also be entitled to two weeks leave in any one year for up to two schools, classes or courses conducted by or on behalf of the Reserve, the organisation will pay the difference between normal salary and any pay received from the Reserve. Applications for leave will be submitted before leave commences and evidence of attendance will also be required on return to duty.

3.6 Compassionate Leave

Staff members are entitled to Bereavement leave relating to family members of up to three paid days for each occasion.

Staff members are entitled to Bereavement leave for close friends and acquaintances of one paid day for each occasion.

3.7 Blood Donations

An employee who donates blood will be granted paid leave for each such attendance.

3.8 Voluntary Service

An employee whose services are required as a member of a voluntary organisation called upon by government or a competent authority to assist in fire-fighting, other emergency assistance, or auxiliary operations, or who responds to an appeal for volunteers for such assistance, will be granted paid leave for duration of operations plus an additional day for recovery.

3.9 Sporting Events

An employee who participates as a competitor or accredited official in the Olympics, Commonwealth Games, World Championships, World Club or National Tournament will be entitled to annual leave for the period of competition together with reasonable travel time.

If an employee is attending the event as part of an Archery Australia team or engaged in management of the events on behalf of Archery Australia they shall be paid normal salary and wages.

3.10 Cultural, Ceremonial or Religious Observance

Up to three days unpaid leave will be granted for the purpose of cultural, ceremonial or religious observance, subject to the submission of a statutory declaration or other satisfactory evidence.

3.11 Aboriginal and Torres Strait Islander

It is acknowledged that members of Aboriginal and Torres Strait Islander communities have responsibilities for a significant level of cultural and ceremonial obligations. These include but are not limited to: preparing for and attending community business; National Aboriginal and Islander Observation Committee Week functions; National Sorry Day and/or other relevant cultural duties and events; and fulfilling ceremonial and community obligations.

Aboriginal and Torres Strait Islander staff will be granted six days per year paid leave for cultural and ceremonial obligations of Aboriginal and Torres Strait Islander people. Additional paid special leave may be approved by the Archery Australia as agreed with the CEO/Board.

Archery Australia may grant such other paid or unpaid leave on such terms and conditions as may be agreed with an employee.

3.20 Professional Development

An employee shall be entitled to normal salary and wages of up to five days per calendar year to attend training courses or seminars beneficial to their personal growth and development and which provides a beneficial return to the operation of the Archery Australia.

Attendance at such course must be agreed to and approved by the CEO/Board. Course or seminar fees may be met by the organisation if agreed by the CEO/Board and provision is provided in the operating budget.

Training leave in excess of five working days may be granted to an employee but such time shall be without pay unless agreed by the CEO/Board.

Expenses associated with attendance at such courses or seminars e.g. fares, accommodation, meal costs and course material/s will be met by the employee concerned.

4. Long Service Leave

4.1 Intent

Long service leave is additional leave with pay granted to staff members after a long period of continuous service with the one employer. Its purpose is to recognise the staff member's service and to enable the staff member to have a lengthy period of relaxation during his/her working life.

4.2 Scope

Fixed term and continuing staff.

4.3 Exclusions

Nil

4.4 Guideline

4.4.1 Eligibility and entitlement

Staff may access the long service leave entitlements on a pro rata basis after completion of seven years recognised continuous service, accrued at the rate of 1.3 weeks for each completed year of service.

- Staff: On completion of seven years continuous service are entitled to 9.1 weeks long service leave on full pay. After 10 years service, the staff member is entitled to 13 weeks long service leave on full pay.
- Part-time staff can accrue long service leave on a pro-rata basis with calculations based on the average hours or work over the ten year continuous service period.

4.5 Notice

Staff will be eligible to take all or a portion of their long service leave at a mutually agreeable time having regard to the operational requirements of Archery Australia, provided that a request for leave will not be unreasonably refused.

Staff intending to take their long service leave must provide a minimum of six months notice.

All requests for long service leave must be submitted through the CEO/Board.

4.6 Conversion of entitlement into salary payment

Staff with a long service leave balance of 18 weeks or more may elect to convert up to eight weeks of accrued long service leave at any one time into a salary payment (with a corresponding deduction of their accrued leave entitlements), in addition to the actual taking of long service leave.

4.7. Termination of employment – payment in lieu

On termination of employment a staff member, or their legal representative as appropriate, is entitled to payment in lieu of long service leave accrued but not taken. The amount of such pay will be computed on a daily basis equivalent to 1.3 weeks per annum provided that:

- the employment of the staff member terminates after seven years or more of service
- after four years service with Archery Australia the staff member retires on the grounds of ill health, age, or the staff member dies or if the staff member is retrenched.

In the case of retrenchment, payment in lieu will be for all long service leave accrued for each completed year of service plus a pro rata amount for the current year of service calculated on a daily basis.

5. Parental Leave

5.1 Intent

Parental leave is granted on the basis that a staff member's career will not be disadvantaged by having a child.

The aim of parental leave is to enable the staff member and their family to work together to establish future care of their children. Parental leave also provides them with the added security of knowing that they can return to the workforce when the parental leave period is over.

5.2 Scope

Parental leave is only available to staff who have or will have responsibility for the care of a child. The leave must be associated with

- the birth of a child to the staff member, the staff member's spouse or defacto partner or
- the placement of a child under 16 with the staff member for adoption or
- when a permanent care order is made by the Children's Court, granting custody and guardianship to the staff member, the staff member's spouse or defacto partner for a child under 16

Parental leave can be paid or unpaid leave for the purpose of providing care to a new born baby or a newly adopted child and includes: maternity leave; adoption leave; permanent care leave and partner leave.

Parental leave is available to both parents in a relationship, including de-facto and same-sex couples

5.3 Guideline

5.3 1 Eligibility and entitlements for parental leave:

All staff becoming parents of a child are eligible to apply for parental leave as per applicable Award, Contracts and legislation and, if applicable, relevant Archery Australia policies

6. Sick Leave

6.1 Intent

Sick leave enables staff to take time off when personally ill, injured or incapacitated or to attend necessary medical appointments.

6.2 Scope

Continuing and fixed-term staff

6.3 Exclusions

Casual staff

6.4 Guidelines

A total of 10 days paid leave shall be credited every 12 months in advance.

Unused paid sick can be accumulative.

The amount of paid sick leave accrual that can be taken in 12 months is unlimited and must be approved by the CEO/Board.

6.4.1 Notice

Where practical an employee taking sick leave will notify Archery Australia within three hours of their usual work commencement time and provide an estimate of the duration of leave.

6.4.2 Required evidence

If any absence under sick leave exceeds three consecutive working days or six aggregate working days during a year of service, the staff member applying for sick leave must provide a certificate from a registered medical practitioner stating that the staff member is/was unable to attend duties on the days of absence due to illness, otherwise the sick leave will be treated as unpaid leave. If appropriate evidence is subsequently provided by the staff member, the leave will be restored as paid sick leave.

The certificate will be provided on return to duty or within 10 working days of the notification of illness, whichever is the lesser period of time. Where the Archery Australia has successfully contacted the staff member and the staff member has failed to provide proof of their illness, sickness or injury, within 10 working days the staff member will be deemed to be on unpaid sick

leave. In the event that proof of illness, sickness or injury is provided at a later time the staff member's unpaid leave will be converted to paid leave in accordance with Archery Australia's leave policies and provisions. At the staff member's request, the leave can be deducted from annual leave credits.

6.4.3 Conversion to half pay

A staff member may convert sick leave on full pay to sick leave on half pay at any time.

6.4.4 Sick leave without pay

If all accumulated sick leave and annual leave has been exhausted, the staff member will be on sick leave without pay which will be treated as leave without pay.

6.4.5 Sick leave in advance of entitlement

In special circumstances the CEO/Board may approve an application for additional sick leave to be paid to a staff member in advance of their accrued entitlement.

6.4.6 Recovery of sick leave on termination

Where a staff member terminates employment prior to the first anniversary of appointment, and the staff member has used in excess of 15 days sick leave, Archery Australia will be entitled to re-coup any days in excess of 15 days from the staff member's termination payment, unless the staff member can demonstrate that the termination was due to ill health.

6.4.7 Cumulation of sick leave

Unused sick leave will be cumulative.

6.4.8 Illness while on annual or long service leave

Where a staff member is ill whilst on annual or long service leave for 3 or more consecutive day and Archery Australia receives a certificate from a registered medical practitioner stating that the staff member was unfit for duty during that period, the absence will be counted as sick leave and the period of annual or long service leave will be re-credited, provided that the staff member has sufficient sick leave credits.

End of document

Leave Application Form

<i>Employee Details</i>	
First Name:	Last Name:

<i>Date/s</i>	
From:	To:

<i>Type of Leave</i>				
Annual	Sick	Long Service Leave	Parental Leave	Other (specify)

<i>Authorisation</i>	
Employees Signature	Date
Authorisation Name	Date
Authorisation Signature	Internal Ref No