

Procedure Name	LEAVE ARRANGEMENT PROCEDURE
Procedure Number	G007_PR (Governance)
Purpose	<p>This procedure requires actions by the following:</p> <ul style="list-style-type: none"> • Staff • Line Managers/Supervisors • Executive Director.
Scope	This procedure applies to all permanent and contract staff across all areas of the Whitehouse Institute of Design Australia (Whitehouse).
Procedure	<p>Notice Requirements</p> <p>Refer to the Educational Services (Post-Secondary Education) Award 2010 MA000075 (http://awardviewer.fwo.gov.au/award/show/MA000075) and the Fairwork Ombudsman’s website (https://www.fairwork.gov.au/leave)</p> <p>In all instances an employee must give Whitehouse reasonable notice that they are taking leave. In accordance with Section 48 of the National Employment Standards notice for personal (sick), carer's and compassionate leave must be given to Whitehouse as soon as is reasonable practicable (which may be a time after the leave has started) and must advise Whitehouse of the period, or expected period, of the leave.</p> <p>Once approved or not approved (within one week of submission) the line manager/supervisor will provide the employee with a copy of the signed form and submit details to the payroll officer for recording on staff files.</p> <p>When Whitehouse management instructs employees to take annual leave when either excess leave is accrued or the business closes for Christmas breaks, the institute will be regulated by relevant awards and will comply with the notice requirements. The Executive Directors will inform employees of the details of shut down period, including:</p> <ul style="list-style-type: none"> • length of the shutdown period • reason for the shut down • receipt of paid annual leave (unless a staff member has made alternate arrangements with Whitehouse) and • notice that annual leave comes out of their accrued annual leave entitlements • a Letter of Notice of Requirement to Take Annual Leave will be provided. <p>Whitehouse will provide employees with notice as required by the relevant award or agreement, including the dates for the shutdown period.</p> <p>Note: Personal information given to an employer under this section may be regulated under Federal and State Privacy Acts.</p>
Relevant Legislation	<ul style="list-style-type: none"> • Fair Work Ombudsman • National Employment Standards • Australian Human Rights Commission Act 1986

	<ul style="list-style-type: none"> • Educational Services (Post-Secondary Education) Award 2010 MA000075 (http://awardviewer.fwo.gov.au/award/show/MA000075) • Privacy Act (Cwlth) 1988 • Privacy and Personal Information Protection Act 1998 (NSW) • Information Privacy Act 2000 (Victoria) • Victorian Juries Act 2000 • NSW Jury Act 1977 • Victorian Accident Compensation Act 1985 • NSW Workers Compensation Act 1987 • Commonwealth Fair Work Act 2009
Key Related Documents	<p>Leave Application Form</p> <p>Code of Conduct</p> <p>Employment Policy</p> <p>Employment Procedure</p> <p>Privacy Policy</p> <p>Privacy Procedure</p> <p>Staff Handbook</p>
Definitions	<p>Definition of Registered Practitioner</p> <p>For the purposes of Personal and Carer's Leave, "registered practitioner" means one of the following: Doctor of Medicine, Dentist, Physiotherapist, Chiropractor, Osteopath, Psychologist, Podiatrist or Optometrist.</p>
Responsible Officer	Executive Directors
Approval Authority/ Authorities	Board of Governors
Date Approved	10/04/2017
Date of Commencement	11/04/2017
Date for Review	11/04/2020
Documents superseded by this Procedure	<p>007 – Governance: Leave Arrangements Policy and Procedure – January 2013</p> <p>Grievance and complaints resolution for staff - Policynumber:001.010, 2008</p>
Amendment History	<p>05/2018</p> <p>Re-branding – Header & Footer only</p>

12/2016

Policy and Procedures separated. Updated formatting and minor amendments
 Updated hyperlinks

01/2013

Changed formatting - included procedure and policy in one document
 Significant adjustments and inclusions to policy wording and content

19/09/2012

Approved by Board of Governors

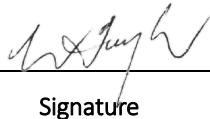
10 April 2017

Approved by Board of Governors

07/11/2017

Replacement in the section on Relevant legislation of the Higher Education Award with the Educational Services (Post-secondary Education) Award 2010

**Signed and dated
 for Whitehouse
 Institute Pty Ltd**



Les Taylor

30/05/2018

Signature

Name

Date

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER

Category	
Stakeholders	Governance Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students