

<b>Policy Name</b>	<b>LEAVE ARRANGEMENT POLICY</b>
<b>Policy Number</b>	<b>G007_PO (Governance)</b>
<b>Purpose</b>	<p>The purpose of this policy is to outline the types and conditions governing leave available to staff including:</p> <ul style="list-style-type: none"> <li>• annual leave</li> <li>• personal (sick) or carer's leave</li> <li>• compassionate leave</li> <li>• Community Service leave</li> <li>• Parental leave</li> </ul> <p>Whitehouse Institute of Design, Australia (Whitehouse) provides staff 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. These leave provisions are derived from the applicable Awards, Workplace Agreements and relevant legislation. Whitehouse seeks to provide a working environment that promotes the health and wellbeing of its workforce through the development and implementation of policies and employment arrangements to benefit all. Furthermore, Whitehouse is aware of its various responsibilities under relevant Commonwealth and State legislation in relation to fair and equitable employment conditions for its staff.</p>
<b>Scope</b>	<p>This policy applies to all full-time and part-time permanent staff members employed by Whitehouse. Casual staff are employed on a contract basis therefore casual staff are not eligible under the terms of their engagement to apply for (paid) leave.</p>
<b>Policy Statement</b>	<p>Refer to the Educational Services (Post-Secondary Education) Award 2010 MA000075 (<a href="http://awardviewer.fwo.gov.au/award/show/MA000075">http://awardviewer.fwo.gov.au/award/show/MA000075</a> ) and the Fairwork Ombudsman’s website (<a href="https://www.fairwork.gov.au/leave">https://www.fairwork.gov.au/leave</a> )</p> <p><b>Annual Leave</b></p> <ul style="list-style-type: none"> <li>• The purpose of annual leave is to provide a period of paid leave during which a staff member may have a sustained break from the workplace.</li> <li>• Staff members must take a period of annual leave each year and not accrue more than 8 weeks. All staff is encouraged to take leave during the term break and end-of-year holiday.</li> <li>• Employees accrue leave from the first month of employment but must work six months before using annual leave. Employees must request leave 4 weeks in advance, in writing, on a form located on G:\Staff\~\Staff Forms\Staff Leave Form. Their manager should approve the request if scheduling can be arranged and workload accomplished while the employee is on leave. This leave need to be submitted to Founder &amp; Executive Director for final approval. The employee is responsible for submitting the approved leave request to payroll in the pay period in which the leave is taken.</li> <li>• Employees are paid their accrued annual leave upon termination of employment.</li> <li>• Employees will not accrue annual leave while off work on unpaid leave of absence, including workers compensation leave.</li> </ul>

### **Personal / Carer's Leave**

- Personal / carer's leave may be used for personal illness or injury or to care for an ill or injured spouse, child, or parent.
- Employees may not receive cash in lieu of accrued Personal / carer's leave and may not transfer Personal / carer's leave to another employee.
- Employees must specifically request Personal / carer's leave. Employees must submit approved Personal / carer's leave forms to the payroll office in the pay period in which leave is taken.
- Employees must provide satisfactory evidence of illness or incapacity for absences in excess of 2 consecutive days.
- In the event that personal / carer's leave is taken on either side of a public holiday or normal/long weekend, a medical certificate will be required by the employee.
- Staff members must call their manager to report illness and request Personal / carer's leave prior to their normal time to report for work.

### **Compassionate Leave**

An employee is entitled to two days of compassionate leave for each permissible occasion when a member of the employee's immediate family, or a member of the employee's household 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.

An employee may take compassionate leave for the purpose of spending time with the member of the employee's immediate family or household who has contracted or developed the personal illness or sustained the personal injury or after the death of the member of the employee's immediate family or household referred.

An employee may take compassionate leave for a particular permissible occasion as a single continuous period of two days or two separate periods of one day each or any separate periods to which the employee and Whitehouse agree. If the permissible occasion is the contraction or development of a personal illness, or the sustaining of a personal injury, the employee may take the compassionate leave for that occasion at any time while the illness or injury persists.

For applications on account of bereavement, a death/ funeral notice must be provided with advice establishing the staff member's relationship to the deceased.

### **Long Service Leave**

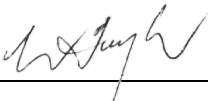
An employee is entitled to long service leave in accordance with the provision of the award. The National Employment Standard outlines instances when an employee is not entitled to long service leave which includes, but is not limited to, a workplace agreement, or an AWA, a preserved State agreement, a workplace determination, a pre-reform certified agreement, and an old IR agreement that came into force before the commencement of the National Employment Standards.

### **Parental Leave**

An employee, who has completed at least 12 months of continuous service is entitled to 12 months of unpaid parental leave if the leave is associated with the birth of a child, being a child who is born to the employee or the employee's spouse or de facto partner; or the placement of a child with the employee for adoption; and the employee has or will have a responsibility for the care of the child.

	<p>A casual employee is not entitled to unpaid parental leave (other than unpaid pre-adoption leave) unless the employee has, or will have, been engaged by Whitehouse on a regular and systematic basis for a sequence of periods of employment during a period of at least 12 months immediately before the birth-related leave or the adoption-related leave.</p> <p><b>Community Service Leave - Jury Service</b></p> <p>Employees must advise their employers of the period or expected period of leave as soon as possible. If an employee requests leave they need to provide evidence showing they attended jury selection or jury duty.</p> <p>Full-time and part-time employees have to be paid 'make-up pay' for the first 10 days of jury selection and jury duty. Make-up pay is the difference between any jury duty payment the employee receives (excluding any expense-related allowances) from the court and the employee's base pay rate for the ordinary hours they would have worked.</p> <p>Before paying make-up pay, an employer may request evidence from the employee to show:</p> <ul style="list-style-type: none"> <li>• that the employee has taken all necessary steps to obtain jury duty pay</li> <li>• the total amount of jury duty pay that has been paid or will be payable to the employee for the period.</li> </ul> <p>If the employee can't provide evidence, they won't be entitled to make-up pay</p> <p>Casuals don't get paid for jury duty under the National Employment Standards</p>
<p><b>Relevant Legislation</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Fair Work Ombudsman</a></li> <li>• <a href="#">National Employment Standards</a></li> <li>• Educational Services (Post-Secondary Education) Award 2010 MA000075 (<a href="http://awardviewer.fwo.gov.au/award/show/MA000075">http://awardviewer.fwo.gov.au/award/show/MA000075</a>)</li> <li>• <a href="#">Australian Human Rights Commission Act 1986</a></li> <li>• <a href="#">Privacy Act (Cwlth) 1988</a></li> <li>• <a href="#">Privacy and Personal Information Protection Act 1998 (NSW)</a></li> <li>• <a href="#">Information Privacy Act 2000 (Victoria)</a></li> <li>• <a href="#">Victorian Juries Act 2000</a></li> <li>• <a href="#">NSW Jury Act 1977</a></li> <li>• <a href="#">Victorian Accident Compensation Act 1985</a></li> <li>• <a href="#">NSW Workers Compensation Act 1987</a></li> <li>• <a href="#">Commonwealth Fair Work Act 2009</a></li> </ul>
<p><b>Key Related Documents</b></p>	<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>
<p><b>Definitions</b></p>	<p>Definition of Registered Practitioner</p> <p>For the purposes of Personal and Carer's Leave, <i>registered practitioner</i> means one of the following: Doctor of Medicine/ General Practitioner, Dentist, Physiotherapist, Chiropractor, Osteopath, Psychologist, Podiatrist or Optometrist</p>

<b>Responsible Officer</b>	Executive Directors
<b>Approval Authority/ Authorities</b>	Board of Governors
<b>Date Approved</b>	20/12/2023
<b>Date of Commencement</b>	21/12/2023
<b>Date for Review</b>	21/12/2026
<b>Documents superseded by this Procedure</b>	<p>007 – Governance: Leave Arrangements Policy and Procedure – January 2013</p> <p>Old Policy Number 001.004 (Annual Leave)</p> <p>The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
<b>Amendment History</b>	<p><b>05/2018</b> Re-branding – Header &amp; Footer only</p> <p><b>12/2016</b> Policy and Procedures separated. Updated formatting and minor amendments Updated hyperlinks</p> <p><b>01/2013</b> Changed formatting - included procedure and policy in one document Minor adjustments and inclusions to policy wording</p> <p><b>19/09/2012</b> Approved</p> <p><b>07/11/2017</b> Lengthy texts describing the various types of Leave replace by reference and links to the Award and the Fairwork websites, plus summarised dot-points. Deletion of reference to Study Leave – as it is not included in the relevant Award Replacement in the section on Relevant legislation of the Higher Education Award with the Educational Services (Post-secondary Education) Award 2010</p> <p><b>20/12/2023</b> Re-Approval</p>

Signed and dated for Whitehouse Institute Pty Ltd		Les Taylor	20/12/2023
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students