

Sick, Carer's and Compassionate Leave Policy

1. Policy Objective / Intent

- 1.1 The purpose of this Policy is to provide a guideline to Careerlink Temporary and/or Casual employees regarding Personal (Sick), Carer's and Compassionate Leave, and to specify notification and documentary evidence requirements when Sick, Carer's or Compassionate Leave is taken.
- 1.2 When an employee accepts an assignment with Careerlink, that employee is agreeing to the length and hours of the assignment and is therefore expected to attend each shift rostered to work unless absent with authorisation.
- 1.3 All forms of Sick, Carer's or Compassionate Leave will be managed in accordance with this Policy.

2. Scope

- 2.1 This Policy applies to any person employed by Careerlink Recruitment & Training Services (Careerlink) on a Temporary or Casual basis ("employee").

3. Definitions

- 3.1 **Sick Leave** is leave taken because of a personal injury / illness of the employee.
- 3.2 **Carer's Leave** is leave taken to provide care or support to a member of the employee's immediate family or a member of the employee's household who requires care or support because of a personal illness / injury of the member, or an unexpected emergency affecting the member of the employee's immediate family or a member of the employee's household.
- 3.3 **Compassionate Leave** is leave taken arising from either a death, or a personal illness or injury that poses a serious threat to life to a member of the employee's immediate family or household.
- 3.4 **Immediate Family** is a spouse, defacto partner, child, parent, grandparent, grandchild or sibling of an employee, or a child, parent, grandparent, grandchild or sibling of a spouse or defacto partner of the employee.
- 3.5 **Household Member** is a member of the household according to the ordinary or natural meaning of the term.
- 3.6 **Unauthorised Absence** is an absence where notification requirements and / or documentary evidence requirements as outlined in this policy, are not met.
- 3.7 **Careerlink Wellness Officer** is the dedicated person an employee must contact to advise of absence. The Careerlink Wellness Officer will also complete return to work calls after an employee has been absent from work.
- 3.8 **You** means the employee.

4. Policy

- 4.1 As a Temporary and / or Casual employee, your hourly rate includes a loading in lieu of leave payments, including Annual Leave, Sick, Carer's and Compassionate Leave. This means you have no entitlement to paid Sick, Carer's or Compassionate Leave.
 - 4.1.1 Although you are not entitled to payment for Sick, Carer's and Compassionate Leave, as part of your conditions of employment with Careerlink, you must comply with Careerlink's Sick, Carer's and Compassionate Leave Policy.
- 4.2 **Entitlement to Unpaid Sick Leave**
 - 4.2.1 Although you are not entitled to payment for Sick, Carer's and Compassionate Leave, as part of your conditions of employment with Careerlink, you must comply with Careerlink's Sick, Carer's and Compassionate Leave Policy.
- 4.3 **Entitlement to Unpaid Carer's Leave**
 - 4.3.1 An employee is entitled to 2 days of unpaid Carer's Leave per occasion when:
 - (a) A member of the employee's immediate family or a member of the employee's household requires care or support because of an illness or injury.
 - (b) There is an unexpected emergency affecting the employee's immediate family or a member of the employee's household.
 - 4.3.2 Notification and evidence requirements as per 4.5 and 4.6 in this policy must be met, otherwise the absence will be categorised as an unauthorised absence.

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4.4 *Compassionate Leave*

- 4.4.1 An employee is entitled to 2 days of unpaid Compassionate Leave for each occasion when a member of the employee's immediate family or a member of the employee's household:
 - (a) Contracts or develops a life threatening illness or injury, or
 - (b) Dies.
- 4.4.2 Notification requirements as per 4.5 & 4.6 in this document must be met.
- 4.4.3 Careerlink Management may request reasonable evidence to support a request for Compassionate Leave as per 4.6.1(b) of this Policy.
- 4.4.4 An employee may take Compassionate Leave for a particular permissible occasion as a:
 - (a) Single continuous 2 day period or
 - (b) 2 separate periods of 1 day each or
 - (c) At separate periods to which the employee and Careerlink agree.
- 4.4.5 Compassionate Leave may be granted for circumstances outside of those described in this Policy, and / or extended in duration, at the discretion of the General Manager of Careerlink.

4.5 *Notification Requirements*

- 4.5.1 With respect to the taking of Sick Leave, Carer's Leave or Compassionate Leave, a Temporary and/or Casual employee must:
 - (a) Provide notice of the intention to take leave no later than 30 minutes prior to a shift you are rostered and have agreed to work starting, or as soon after as is reasonably practicable in the circumstances, and
 - (b) Advise of the expected period of leave.
- 4.5.2 Advising of an intended absence via text message, email, Facebook, LinkedIn, Twitter, by letter or fax or means other than in person, or via a person to person telephone call is not an acceptable method of notification, unless Careerlink provide an employee with a specific means of communicating.
- 4.5.3 Advising someone other than the Careerlink Wellness Officer of an absence is not acceptable unless reasonable steps have been taken to contact the Careerlink Wellness Officer without success. If the Careerlink Wellness Officer is not available at the time of your call, another member of the Careerlink team will take your call.
- 4.5.4 All Careerlink Temporary and/or Casual employees shall contact the Wellness Officer by phone directly, and not through another person, unless the employee is unable to make contact themselves due to the extreme nature of a condition or other reason for not contacting Careerlink directly by phone.

4.6 *Evidence Requirements*

- 4.6.1 Employees are required to provide reasonable evidence for the taking of Sick Leave, Carer's Leave or Compassionate Leave as follows:
 - (a) For all Sick and / or Carer's Leave, a medical certificate must be provided to Careerlink where you are scheduled to work, and:
 - (1) you are absent from 2 or more consecutive days and/or shifts.
 - (2) you are absent the day after a public holiday.
 - (3) you have accumulated more than 5 days of leave per year. This shall be calculated from your commencement date of employment and each anniversary thereafter.
 - (b) For Compassionate Leave, an employee is required to provide, if requested by Careerlink, reasonable evidence to support the taking of Compassionate Leave.
- 4.6.2 In the case where an employee can demonstrate that it was unreasonable for them to obtain a medical certificate as required, a statutory declaration must be submitted as soon as reasonably practicable by the employee and must include the following information:
 - (a) Dates and reason for taking Sick / Carer's Leave
 - (b) Specific reasons for inability to obtain a medical certificate
 - (c) Contact details of any GP or clinic the employee has attempted to contact to make an appointment or seek medical attention.

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- 4.6.3 The statutory declaration must be completed in accordance with the laws surrounding making of such declarations, and signed by the appropriate person authorised to witness Statutory Declarations in South Australia.
- 4.6.4 Documentary evidence must be supplied to Careerlink during the next rostered shift or working day after returning from the most recent period of Sick / Carer's leave.
- 4.6.5 Submission of any false statements or documentary evidence is considered misconduct and may lead to disciplinary action, including termination of employment.

4.7 *Unauthorised Absence*

- 4.7.1 Where notification or evidence of leave requirements are not met as per 4.5 and 4.6 of this Policy, the leave will be categorised as an unauthorised absence.
- 4.7.2 Careerlink Temporary and/or Casual employees taking unauthorised absences may be subject to disciplinary action up to and including termination of employment.
- 4.7.3 The taking of Sick / Carer's / Compassionate Leave for purposes other than that stated by an employee is considered misconduct and may result in termination of employment.

5. Responsibilities

5.1 *Careerlink Wellness Officer* is responsible for:

- 5.1.1 Receiving absentee notification from Temporary and/or Casual employees and advising Careerlink clients of the absence.
- 5.1.2 Conducting return to work calls with Temporary and/or Casual employees within 3 hours of commencing their next shift back at work after an absence.
- 5.1.3 Monitoring employee attendance and addressing issues as they arise within a reasonable timeframe.
- 5.1.4 Conducting required investigations.
- 5.1.5 In consultation with the General Manager, administering disciplinary action in relation to instances of unauthorised absence where appropriate.

5.2 *Careerlink Temporary and/or Casual Employees* are responsible for:

- 5.2.1 Notifying Careerlink of their intended absence within required timeframes as per 4.5 of this policy.
- 5.2.2 Providing documentary evidence within required timeframes as per 4.6 of this policy.
- 5.2.3 Complying with any reasonable request to provide additional information or documentation as evidence to support Sick / Carers / Compassionate Leave.

6. Breach Of Policy

- 6.1 Any Temporary and/or Casual employee found to be in breach of the requirements set out in this Policy including Unauthorised Absence may be subject to disciplinary action up to including termination of employment.

Issue Date: 01/10/2012