



LEAVE POLICY

1. Scope

This policy applies to all employees who work for BPM Health. Unless specified otherwise, employees referred to in this policy mean full-time or part-time employees.

All employees are entitled to leave in accordance with the relevant awards, individual employment agreements and the National Employment Standards (NES). Where the entitlements or practices in this document conflict, employment law will apply.

2. Definitions

Family and domestic violence: violent, threatening or other abusive behaviour by certain individuals known to an employee that both:

- seeks to coerce or control the employee.
- causes them harm or fear.

Immediate Family: An immediate family member is a:

- spouse or former spouse.
- de facto partner or former de facto partner.
- Child.
- Parent.
- Grandparent.
- Grandchild.
- sibling, or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner).
- This definition includes step-relations (for example, step-parents and step-children) as well as adoptive relations.

Household member: Any person who lives with the employee.

3. Annual Leave

Full-time employees are entitled to 4 weeks of annual leave per year. Part-time employees are entitled to annual leave on a pro-rata basis. Annual leave accrues progressively through the year and is cumulative (that means, it does carry over from year to year). Accrued annual leave is paid out on termination. Annual leave is to be taken within 12 months of the accrual at a time mutually agreed between the employee and the organization. Annual leave for less than one full day is not available.

Where the employee works in a department subject to business close down, they are to utilise their annual leave entitlement at the time of the close down.

Where employees covered by a Modern Award, have an excessive leave balance as detailed under the relevant Award, they may be directed to take leave. Employees not covered by a Modern Award (i.e., Award free), may be reasonably directed to take leave.

If an employee is on annual leave and is eligible for Sick and Carers Leave, the requirements for accessing Sick and Carers Leave are applicable to utilise Sick and Carers Leave.

4. Sick & Carers Leave

Sick and carer's leave (also known as personal leave or personal / carer's leave) lets an employee take time off to help them deal with personal illness, caring responsibilities, and family emergencies.

- Full-time employees are entitled to 10 days paid leave per year and this is pro-rated for part-time employees and accrues gradually during the year, Sick and carer's leave is cumulative (that means, it does carry over from year to year but is not paid out on termination).

An employee who is unable to attend work due to personal or immediate family or household illness or incapacity shall notify their Manager of their absence, including the estimated duration of the absence, prior to their usual commencement time on the day of the absence. Where this is not possible, the employee shall contact the Manager as soon as possible during the actual day of absence and/or advise People and Culture of the situation.

Where absence is due to immediate family illness or incapacity, the notification of absence is to include the name of the person receiving care and their relationship to the employee, the reason for taking such leave and the estimated length of absence.

Depending on the circumstances, failure to make contact may result in disciplinary action or termination of employment.

Where an employee falls ill whilst at work and requires the remainder of the day off work, the employee shall inform their Manager prior to leaving work.

Evidence Requirements

A medical certificate or other appropriate evidence to support any claim for Sick and Carer's leave, whether paid or unpaid is required in the following circumstances:

- More than 2 single days have already been taken without the production of a medical certificate.
- The absence is for 2 or more consecutive days.
- If the absence occurs on either side of a weekend, public holiday, annual leave or other forms of approved leave e.g., compassionate leave, or long service leave.
- Where the Manager has, when first notified of the absence, requested a certificate from the employee.
- When an employee has had more than 5 days personal/carer's leave in any calendar year.
- The employee may be required to provide proof of the illness of the family or household member concerned in the same manner as proof of incapacity or illness. (e.g., medical certificate or statutory declaration).

Upon an employee's return to work they will complete a leave application in Employment Hero and provide their Manager with, where required, a medical certificate or other appropriate evidence. Where the employee fails to provide this, the absence will be unpaid.

Where the employee has no paid entitlement remaining for personal/carer's leave, subject to the approval of their manager, they may be able to utilise other leave entitlements in line with this policy.

Where an employee has been away on Sick and carer's leave for an extended period, a clearance certificate from their treating medical practitioner may be requested prior to recommencing work. If this is not provided, the employee may be asked to remain on personal/carer's leave or unpaid leave (depending on available personal/carer's leave entitlements).

BPM Health reserves the right to request an independent medical examination by a legally qualified medical practitioner nominated by the company.

5. Unpaid Carers Leave

Employees get 2 days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support because of:

- illness
- injury or an unexpected emergency.
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Full-time and part-time employees can only get unpaid carer's leave if they don't have any paid sick / carer's leave left.

6. Compassionate Leave

Employees can take compassionate leave if:

- a member of their immediate family or household dies, or contracts or develops a life-threatening illness or injury.
- a baby in their immediate family or household is stillborn.
- they have a miscarriage.
- their current spouse or de facto partner has a miscarriage.

Full-time and part-time employees receive paid compassionate leave and casual employees receive unpaid compassionate leave.

Employees requesting compassionate leave will be required to provide reasonable evidence of a life-threatening illness, injury, or death.

Employees may be allowed to utilise another form of leave to attend the funeral of a close friend, colleague or relative who is not a member of the employee's 'immediate family' or household under this policy.

An employee must give notice of the taking of compassionate leave as soon as is reasonably practicable and must advise their manager in writing of the period or expected period of leave as soon as practically possible and apply for the leave in Employment Hero.

The employee may request a longer time away from work than the 2 days provided for in compassionate leave. Any additional period of leave is at the discretion of the employee's Manager and may be provided as additional time off (e.g., annual leave, personal/carer's leave) or if the employee has no other leave entitlements available, leave without pay.

7. Long Service Leave

Employees are entitled to Long Service in accordance with the applicable long-service leave legislation in the State in which the Employee's Place of Work is located.

8. Community Service Leave

If an employee needs to take unpaid leave from work because of voluntary emergency management activities (for example, as a volunteer dealing with an emergency or natural disaster as a member of SES, CFA or Army Reserve) then they should ask their manager for leave as soon as possible after they become aware of the need to take leave and the period or expected period of absence.

If BPM Health believes the 'voluntary emergency management activity' is causing significant disruption to the employee's work, they may contact the relevant emergency service organisation and request the employee be released from the emergency service work.

Evidence may be required for community service activities.

9. Jury Service

Jury Service includes attendance for jury selection and is a service that is required under a law of the Commonwealth, a State or a Territory. An employee on jury service should supply the official request to attend, the details of attendance and the employee will be paid the difference between this amount and their base salary.

10. Domestic & Family Violence Leave

BPM Health is committed to supporting staff members experiencing domestic and family violence to continue to participate in the workforce and maintain their employment through a broad range of support.

All employees are entitled to 10 days of paid family and domestic violence leave each year. This includes full-time, part-time and casual employees. These employees can take this paid leave if they need to do something to deal with the impact of family and domestic violence and it's not practical for them to do so outside of their work hours.

To access unpaid family and domestic violence leave, the individual needs to be a close relative (this is the same definition as Immediate Family but also includes a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules) or a household member.

BPM Health will provide support to a staff member experiencing domestic and family violence by approving reasonable requests for the following:

- Changes to hours of work.
 - Changes to the location of work.
 - Relocation to suitable employment where this is able to be identified.
 - Changes to work phone numbers or work email addresses.
 - Other appropriate measures such as family-friendly hours and flexible working arrangements.
- Access to leave entitlements under company policy including domestic and family violence leave, personal and carer's leave, annual leave and long service leave.

Leave absences will be determined by the individual's situation through negotiation between the staff member and the appropriate line manager.

A staff member who experiences situations of violence and abuse in their domestic and family life which may adversely impact their attendance and/or performance at work will not be disadvantaged in their employment at BPM Health.

All personal information given in relation to situations of domestic and family violence will be kept confidential. No information will be kept on an employee's personnel file without their express permission.

BPM Health will cooperate with all legal orders protecting a staff member experiencing domestic and family violence.

11. Leave Without Pay

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

12. Requesting Leave

Employees are to submit requests for leave to their manager. The Manager will consider the dates requested in light of business needs and any other previously approved leave periods. After consideration, the Manager will either: authorise the leave; or outline any reasons for refusal and agree with the employee on an alternative period of leave.

Policies Control

Current from	March 16th 2024
Replaces versions dated	N/A
Approved by	Director