

## 1. Personal & Carers Leave

An employee may take paid personal/carer's leave:

- a) because the employee is not fit for work due to personal illness or injury, or
- b) to provide care or support to immediate family or a member of the employee's household due to personal illness or injury.

Immediate family means a spouse, de facto partner or the child, parent, grandparent, grandchild or sibling of the employee or spouse/de facto partner.

### Entitlement

A full-time employee is entitled to a minimum of 10 days of personal/carer's leave every 12 months which can all be taken as carer's leave if required.

Paid personal leave accrues at the rate of 0.83 days per month of service (for full time employees) and is cumulative.

Casual employees are not entitled to paid personal or carers leave as their leave entitlement is included as a loading in their hourly rate.

If personal leave entitlements have been exhausted, an employee can apply for annual leave. Where all leave types have been exhausted an employee can apply for Leave Without Pay.

### Notification

An employee (including casual employees) should notify their manager via a telephone call within one hour of normal start time (or as soon as practicable) if they are unable to attend work due to illness or injury.

### Medical Certificate Requirements

Where an employee is absent for longer than one day, absent on a Friday and/or Monday, or absent on the working day before or after a public holiday an employee must provide a medical certificate to be paid for personal/carer's leave taken.

Where an employee has 3 or more single day absences in any calendar year, Stairlock will require a medical certificate for every absence, including single days, after that for the remainder of that calendar year.

## **2. Annual Leave**

### **Accrual of Annual Leave**

Full time employees are entitled to four weeks paid annual leave for each year of service, calculated on a pro-rata basis. Part-time employees accrue annual leave on a pro-rata basis. Casual employees are not entitled to annual leave as their leave entitlement is included as a loading in their hourly rate.

### **Requests to take Annual Leave:**

Annual leave may be taken at a time that is agreed between the employee and their manager.

An employee must place a request to take annual leave with their manager as soon as possible before the leave is intended to be taken.

Requests must be placed using the electronic payroll system. Requests for annual leave will not automatically be approved.

The Manager will consider the operational needs of the business when reviewing annual leave applications, and as a result may need to negotiate with the employee the timing or duration of the leave request.

Operational requirements of the business may mean that some staff are unable to take annual leave during certain periods – for example, September to November for production and installation staff and June to August for finance staff.

All employees are requested to take their annual leave within 12 months of accrual.

When making requests for annual leave throughout the year, employees should consider the standard 2-3 week annual shut-down period over Christmas/New Year to ensure they will have enough leave available for this period

### **Annual Shut-Down Period:**

Stair Lock has an annual shut-down over the Christmas/New Year period, requiring all employees to take leave as directed (usually between 2 – 3 weeks). A minimum of 2 months' notice will be provided to all employees of the annual shut-down dates and duration of leave required. Where employees do not have sufficient leave accrued to cover this period, the Managing Director may, at their discretion, approve employees to go into negative annual leave balances during the annual shut down period. Employees are otherwise required to take leave without pay.

### **Excessive Leave Balances and cashing in Annual Leave**

An employee is considered to have an excessive annual leave balance when the balance exceeds 6 weeks'.

Managers monitor employee leave balances to prevent excessive leave balances from occurring, and will discuss and negotiate leave with employees as required.

Where the manager has genuinely attempted to reach an agreement with the employee to take excessive leave without success, Stair Lock may direct the employee, with at least 4 weeks' notice in writing, to take a specified period (minimum 1 week) of paid annual leave.

In exceptional circumstances where an employee has more than 6 weeks of annual leave accrued, the Managing Director may consider an employee's request to cash in annual leave. A maximum of 2 weeks' annual leave can be cashed in any 12-month period and there must be a balance of at least 4 weeks' annual leave remaining after any leave being cashed in, unless agreed otherwise by the Managing Director and allowable under the applicable Award.

### 3. Parental Leave

Upon completion of 12 months' continuous service employees are entitled to take a period of parental leave to care for their newborn or adopted child. Different entitlements apply whether you will be the primary or secondary care giver. This policy is to be read in conjunction with the Fair Work Act 2009 and further advice can be sought from HR.

#### Applying for Parental Leave

Employees will talk to their Manager as soon as practicable about taking parental leave, to allow for the operational requirements of the business to be maintained.

At least 10 weeks prior to expected date of birth/adoption provide:

- a) A doctor's certificate confirming the pregnancy and expected due date.
- b) A completed "Parental Leave Request Form" which can be obtained from HR outlining your request for leave and anticipated start and end dates of the leave.
- c) A completed online leave form on Payroll Metrics (incorporating all types of leave you will be taking i.e. unpaid parental and any annual and/or long service leave).

During a pregnancy, your Manager will work with you to ensure you are still able to perform your work in a safe manner and may request a medical certificate ensuring fitness for duties.

#### Parental Leave Conditions

You may commence maternity leave within six weeks leading up to your expected due date or earlier if directed to do so by your medical practitioner.

If you are pregnant and wish to work the six weeks before birth you may be asked to provide a medical certificate confirming you are fit to work. If you are unable to produce a satisfactory document within 7 days of the request you may be instructed to commence leave at that time.

The company may, with at least 14 days' notice in writing, require a pregnant employee to commence maternity at any time within six weeks immediately before the expected due date.

Your total maternity leave, including leave taken before the birth of your child, cannot exceed 52 weeks, unless otherwise arranged and agreed.

Female employees must take a compulsory period of six weeks leave immediately following the birth of a child.

#### Coming back to work or Amending Parental Leave

At least 4 weeks prior to your expected date of return (and preferably earlier) you need to provide written notification that:

- a) Confirms your intention to return to work.
- b) Notifies that you wish to extend your leave dates (up to the 12-month maximum limit). If this is the case, you must use the "Application to vary parental leave form" which can be obtained from HR.
- c) Applies for an extension of unpaid leave greater than 12 months (note this is based on certain eligibility requirements including the amount of leave taken by your spouse or partner). Stair Lock Pty Ltd will consider all requests for an unpaid leave extension and communicate the decision in writing within 21 days.

#### Entitlements

Parental leave entitlements are paid through the employer by the Australian Government, for current parental leave payments, please visit the Fair Work website or consult with HR.

For leave in excess of the period covered by government payments, employees may take annual leave, and leave without pay once both leave entitlements have been exhausted.

Leave applications must be submitted for each type of leave for a specific period via the electronic payroll system.

Personal leave is not available to employees on parental leave, except in exceptional circumstances, which will require approval by HR and a medical certificate to be presented.

During any period of unpaid leave, you do not continue to accrue annual leave, personal leave or long service leave.

Parental leave does not affect the continuity of your service.

If you have less than twelve months' service, you may apply for leave without pay.

When you are (or your partner is) pregnant, accessing fertility treatments or planning an adoption, you may be required to attend appointments during normal working hours. If you need time off work, speak to your Manager in advance to make arrangements for your work to be covered, if necessary. You may use personal leave for this purpose or request flexible working hours with your manager. Stair Lock is under no obligation to approve flexible working hours for this purpose.

#### Company property

While you are on Parental Leave, company property must be returned to Stair Lock Pty Ltd, unless otherwise agreed by the Managing Director.

#### 4. Family and Domestic Leave

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. Employees must be experiencing family and domestic violence to be eligible to take paid family and domestic violence leave.

An employee's paid leave entitlement is available in full immediately and resets on their work anniversary. It doesn't accumulate from year to year. Paid family and domestic violence leave is a standalone leave entitlement. This means employees get it separately from other types of leave, such as annual leave or paid sick and carer's leave.

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

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

To access paid family and domestic violence leave, the individual could be:

- a) an employee's close relative
- b) a member of an employee's household, or
- c) a current or former intimate partner of an employee.

A close relative is an employee's:


- a) spouse or former spouse
- b) de facto partner or former de facto partner
- c) child
- d) parent
- e) grandparent
- f) grandchild
- g) sibling
- h) an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling
- i) a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

#### 5. Leave Without Pay

Where an employee is employed on a casual basis or an employee has exhausted all leave entitlements, they may by agreement submit a request for unpaid leave.

Leave without pay is to be requested through the electronic payroll system, as with any other leave application.

Leave without pay cannot be taken if an employee has annual leave or rostered days off (RDOs) accrued.



Approved by:

*Edward Lloyd*

*Managing Director*

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