



Shire of Tammin

Employee Leave Policy

RESPONSIBLE OFFICER

Chief Executive Officer

OBJECTIVE

To afford structure and clarity around the taking of leave by individual employees to ensure that equity, accountability and consistency in approach and procedure is achieved.

SCOPE

This policy applies to all full time and part time employees of the Shire of Tammin.

POLICY

Personal Leave

Personal and compassionate leave entitlements will be paid to an employee in accordance with the Local Government Industry Award 2020 and the related procedure. Accrual of personal leave will be on a per pay period basis.

An employee seeking approval for personal (sick) leave is to submit a medical certificate, or statutory declaration or other supporting evidence of illness for absences greater than 2 days.

An employee taking compassionate leave, must produce documented medical evidence or relevant certificates on request from the CEO of the circumstance (ie death, critical illness or injury) for which this leave is being taken. An employee who has used all of their personal and annual leave entitlements will be placed on leave without pay for up to 4 weeks, with the matter to be re-assessed by the CEO beyond this period.

Annual Leave

Annual leave entitlements will be paid to an employee in accordance with the Local Government Industry Award 2020 and the related procedure unless otherwise specified in an employee's contract of employment. Accrual of annual leave will be on a per pay period basis.

The Chief Executive Officer may exercise discretion and:

- a) Decline an employee's request to take annual leave where there is an immediate or projected operational need;
- b) Direct an employee where an employee's entitled annual leave entitlement is assessed as a financial liability for the organisation to:
 - i. Take annual leave; or
 - ii. Prepare an "annual leave clearance plan"; or
 - iii. Consider a partial pay-out of the employee's annual leave



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An employee may request a portion of their leave be 'cashed out' in accordance with the provisions of the Local Government Industry Award.

Time in Lieu/Rostered Days Off/Flexi Time

All full-time depot-based employees are entitled to one rostered day off every two weeks structured on working 76 hours each pay period, with the nominated day determined by the Chief Executive Officer. Should a depot-based employee not have accrued 7.6 hours over 9 days of work the short fall of hours for their rostered day off shall be taken as unpaid leave.

All full-time administration office employees, other than Chief Executive Officer, are entitled to one rostered day off every four weeks structured on working 80 hours each pay period. Accrual of time in lieu hours must not exceed 30.4 hours (ie 4 days) in total, unless prior written approval has been obtained from the CEO.

An employee may be able to vary their standard starting and finishing times at the discretion of their direct line manager and depending on their responsibilities and duties so long as the employee commences and finishes between the hours of 6.00 am to 6.00 pm.

Long Service Leave

Long Service Leave entitlements will be paid to an employee in accordance with the Local Government (Long Service Leave) Regulations.

COVID-19 Leave

The COVID-19 pandemic will involve absence from work because employees are sick, have caring responsibilities, are required to self-isolate, or are unable to attend work for some other reasons such as widespread disruption to transport or workplace access.

Each employee may be granted up to 10 (ten) days of COVID-19 leave annually where they:

- i. Have contracted COVID-19; or
- ii. Need to care for another person who:
 - Has COVID-19 or is required to self-isolate; or
 - Cannot access school or other care arrangements because of COVID-19; or
- iii. Are required to self-isolate because of a government requirement and do not have the ability to work from home.

COVID-19 Leave:

- i. Will be available after an employee's existing paid personal, carers or sick leave credits have been exhausted.
- ii. Will be paid leave, with pay calculated in the same way as for annual leave, excluding loading.
- iii. Will be independent and not affecting existing annual leave or long service leave accruals.



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- iv. Not accruable.
- v. Available to all full time, part time and casual employees calculated on the preceding 14 day pay period on a pro rata basis.

Note: This Policy does not override the Local Government Industry Award 2020, National Employment Standards, Fair Work Act 2009 or individual employment letters or contracts. Where this is a conflict between this policy and the various Awards and relevant employment legislation, the Award and relevant legislation shall apply.

DEFINITIONS

Personal leave - means sick leave, Carer's leave, but no compassionate leave, annual leave or long service leave.

Annual Leave - means the amount of hours or days an employee of the organisation is permitted to be away from their employment position on full pay for the purpose taking a break or holiday.

Compassionate Leave - means leave taken when an employee's immediate family member dies or contracts/develops a life-threatening illness or injury that may result in imminent death or permanent disability.

Long Service Leave - means leave granted after having continuously worked 10 years for the Shire.

COVID-19 Leave - means leave granted to an employee who has contracted COVID-19, or needs to care for another person who has COVID-19 or is required to self-isolate, or cannot access school or other care arrangements.

RELEVANT LEGISLATION/ LOCAL LAW

WA State Government – COVID-19 ongoing directions

| Office Use Only | | | | |
|----------------------|-------------|-------------------|---------------------|-----------|
| Relevant Delegations | | | | |
| Council Adoption | Date | 23 February 2022 | Resolution # | TSC 07/22 |
| Reviewed/Modified | Date | 26 September 2024 | Resolution # | TSC 61/24 |
| Reviewed/Modified | | | | |