

RGF Staffing ANZ

Leave Policy



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1.0 Introduction & Policy Purpose

To support the wellbeing of our team members and to ensure they are provided with a reasonable and regular amount of rest and relaxation, RGF Staffing ANZ provides a number of forms of leave to employees, in line with – and in some instances more generous than – relevant legislation. This Leave Policy documents the various forms of leave available to team members.

Unless otherwise stated, all leave applications should be made via the Aurion ESS.

Managers are responsible for ensuring that the People & Culture team is advised of any changes to an employee's attendance pattern or change in status that impacts on leave eligibility and accruals, via the appropriate Change Request form on Aurion ESS (for Australian based team members).

2.0 Scope

This policy scope covers all internal Permanent and Maximum Term employees of RGF Staffing ANZ Pty Ltd, referred to collectively as “You”. Casual employees of RGF Staffing ANZ, and on-hire/external team members engaged under a different employing entity, are not covered by this policy unless this is expressly stated.

For the purposes of this policy, RGF Staffing ANZ will herewith be referred to as “the Company”.

3.0 Annual Leave

Full-time employees are entitled to 4 weeks annual leave each year, which accrues progressively over the course of a year. Annual leave is cumulative from year to year and is pro-rated for part-time employees. Annual leave balances can be viewed in your ESS Portal.

You should plan your annual leave well in advance, in consultation with your manager. To support health and wellbeing, and for operational reasons, employees are expected to use their best endeavours to use their full annual leave entitlement each calendar year.

3.1 Annual Shutdown Period

The Company may direct you to take your accrued annual leave during the annual shutdown over the Christmas and New Year period. If you do not have enough annual leave accrued to cover the annual shutdown period, you may elect to take leave in advance.

Where you do not have sufficient accrued annual leave to cover the shutdown period and leave in advance is not acceptable, you may be required to take leave without pay (for any remaining part of the period).

3.2 Taking Annual Leave in Advance

If you have exhausted all available paid leave entitlements (outside of the annual shutdown), you may be permitted to take annual leave in advance. You should speak to your manager in regard to this.

3.3 Excess Annual Leave Balances

In the unusual case that you accrue an excessive annual leave balance, we may require you to take an amount of annual leave. As a guide, you may be required to take annual leave if you have accrued 6 or more weeks of annual leave.

This does not limit the circumstances in which we may require a person to take annual leave, subject to legislation.

3.4 Cashing Out Annual Leave

Generally, the Company does not approve requests to cash out annual leave and believes that the full annual entitlement should be taken by employees each year, to ensure appropriate rest and relaxation. In exceptional circumstances, we may, at our discretion, consider requests to cash out an amount of annual leave, subject to legislation.

3.5 Annual Leave Loading

Your salary incorporates compensation for annual leave loading where it is an entitlement for some roles in the Company.

3.6 Public Holidays and Sickness during Annual Leave

Annual leave is exclusive of any statutory public holiday that may occur during the period of annual leave.

If you become sick during Annual Leave you can apply to take this time as Personal Leave instead. You need to provide the appropriate documentation for personal leave as soon as practicable after personal leave is taken, not after the completion of your annual leave period.

4.0 Personal Leave

Personal Leave comprises both Personal (sick) Leave and Carer's Leave.

All employees other than Casuals are entitled to:

- Paid personal/carer's leave, which may be used for sick leave or carer's leave, and
- Unpaid carer's leave when their paid leave is exhausted.

Casual employees are entitled to unpaid carer's leave.

You must comply with the notice and documentary evidence requirements of this section. It is important to note that if you fail to comply with these provisions, you may be subject to

disciplinary action and, in addition, such absence may be considered unauthorised leave, and accordingly, may not be paid.

4.1 Accrual of Paid Personal/Carer's Leave

Full-time employees are entitled to a maximum of 10 days paid personal/carers leave each year. Personal/Carer's leave accrues progressively over the course of a year and is cumulative from year to year. Leave is pro-rated for part-time employees.

Accrued but unused Paid Personal/Carer's leave is not paid out on termination and cannot be cashed out.

You are not entitled to take Paid Personal/Carer's Leave for any period during which you are absent from work because of a personal illness or injury for which you are receiving worker's compensation payable under a law of the Commonwealth, a State, or a Territory.

4.2 Personal Leave

Personal leave is leave taken by an employee where that person is not fit for work because of a personal illness or injury.

To be eligible for Personal Leave for your own personal illness or injury, you must provide the following documentary evidence to us, if required, as soon as reasonably practicable:

- a medical certificate from a registered health practitioner setting out the registered health practitioner's opinion that you were, are, or will be unfit for work during the period because of a personal illness or injury; or
- where it is not practicable for a medical certificate to be obtained, we may accept a statutory declaration made by you stating that you were, are, or will be unfit for work during the period because of a personal illness or injury.

4.3 Carer's Leave

You may use any of your accrued paid Personal Leave as Carer's Leave. If Paid Personal/Carer's Leave is exhausted, you are entitled to up to 2 days of unpaid carer's leave per occasion.

Casual employees are entitled to unpaid carer's leave of up to 2 days per occasion.

Carer's leave is taken to provide care or support to an immediate family member, or a member of your household, who requires care or support because of:

- a personal illness or injury of the member; or
- an unexpected emergency affecting the member.

An **"Immediate Family Member"** is:

- your spouse, de facto partner, child, parent, grandparent, grandchild, or sibling; or
- a child, parent, grandparent, grandchild or sibling of your spouse or de facto partner

"Spouse" includes former spouse, and de facto partner includes former de facto partner.

“De facto partner” means a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or different sexes).

An **“Unexpected Emergency”** means an event or incident that is sudden or urgent and one that requires immediate action. This does not include pre-planned events or appointments.

4.4 Documentary Evidence for Carer’s Leave

To be eligible for carer’s leave, you must provide the following documentary evidence to us, if required, as soon as reasonably practicable:

- a medical certificate from a registered health practitioner including a statement to the effect that, in the opinion of the registered health practitioner, the Immediate Family Member, or a member of your household had, has, or will have a personal illness or injury during the period and that you are required to care for that person; or
- a statutory declaration made by you including a statement to the effect that you require (or required) leave during the period to provide care or support to the Immediate Family Member, or a member of your household, because of a personal illness or injury of the person or an Unexpected Emergency affecting the person.

4.5 Notification Responsibilities

If you are unable to report for duty because of illness or injury to you or an immediate family or household member, you must call and speak to your direct manager on the first day of the personal leave and as soon as possible before your usual start time. It is not acceptable for you to only send an SMS text message or email to your direct manager or anyone else at work, unless this arrangement has been expressly approved by your manager beforehand.

You may also be required to disclose the nature of your illness or injury and the estimated duration of your absence.

4.6 What if I’ve Exhausted my Personal Leave Balance?

If you have exhausted your paid Personal/Carer’s Leave balance:

- if you are sick – we may approve a request by you to take any accrued annual leave (or, in some cases, long service leave). In other cases, leave will be taken as leave without pay (see section 5). Note that the notification and documentary requirements for paid personal leave still apply (see section 4.2 above), and
- if you require carer’s leave – you may take unpaid carer’s leave or we may approve a request by you to take any accrued annual leave (or, in some cases, long service leave).

5.0 Leave Without Pay

You may be entitled to take Leave Without Pay where you do not have sufficient forms of paid leave to cover a period of absence.

Provided the leave is approved, leave without pay does not break your continuity of service. However, periods of leave without pay generally do not count as service and, accordingly, no

leave or other employment entitlements will be accrued during the period of unpaid leave, subject to legislation.

5.1 Public Holidays During Leave Without Pay

Public holidays observed during leave without pay shall form part of the leave and will not be paid, except during any Annual Shutdown (see section 3.1).

6.0 Community Service Leave

The Fair Work Act provides that if you engage in an eligible community service activity you are entitled to be absent from work in certain circumstances.

6.1 Definitions

An **“Eligible Community Service activity”** is:

- jury service (including attendance for jury selection) that is required by law; or
- a Voluntary Emergency Management activity (e.g., SES services)

An eligible Community Service activity does not include defence reserves/military service; refer to section 9 for Military Leave.

A **“Voluntary Emergency Management activity”** covers those activities where you are:

- engaging in an activity that involves dealing with an emergency or natural disaster;
- engaging in that activity on a voluntary basis (whether or not you are directly or indirectly receiving an honorarium, gratuity, or similar payment as a result of doing the activity); or
- a member of, or have a member like association with a recognised Emergency Management Body

A **“Recognised Emergency Management Body”** is:

- A body that has a role, function or plan that is for coping with emergencies and/or disasters and is prepared by the Commonwealth, a State, or a Territory; or
- A fire-fighting, civil defence or rescue body; or
- Any other body whose substantial purpose is securing the safety of persons or animals, protecting property, or otherwise responding to an emergency or natural disaster.

6.2 Length of absence

If you engage in an Eligible Community Service activity, you can be absent from work:

- When you are engaging in an Eligible Community Service activity
- For any reasonable travelling time associated with the activity; and
- Any reasonable rest time immediately following the activity (in consultation with your manager)

6.3 Payment for Jury Service

Employees, other than casuals, who are absent from employment because of jury service are entitled to paid jury service leave of up to 10 days. Paid jury service leave means the difference between the employee's usual wage and any amount paid to the employee in respect to jury service by the Government or other relevant authority. The Company pays the employee's usual wage for the first ten days, and the employee is required to:

- take all necessary steps to obtain any amounts to which they are entitled for jury service from the Government or relevant authority, and
- either nominate us as the payee of these amounts, or reimburse amounts received to us within 14 days of receiving payment.

If required by us, You must also:

- provide evidence that you have taken all necessary steps to obtain any amount to which you are entitled for jury service from the Government or relevant authority; and
- provide evidence of the amount that has been paid or is payable by the Government or relevant authority.

Further leave required for the purpose of jury service beyond 10 days is generally unpaid unless Annual Leave or Long Service Leave is taken. In some states additional pay may exist. Please speak to payroll or your local People & Culture representative.

6.4 Payment for Other Community Service

This leave is unpaid. There is no payment for community service leave other than jury service leave (see above).

6.5 Notice Requirements – Jury Service

You should notify your manager as soon as you receive a summons for jury service. If you attend in response to a summons and are empaneled to serve on a jury, you should notify your manager as soon as you can.

6.6 Notice Requirements – Other Community Service Leave

You are required to notify your manager of your proposed community service absence as soon as practicable (which may be a time after the absence has started). You must also inform your manager of the period or expected period of your absence.

You may be required to provide your manager with evidence that would satisfy a reasonable person that your absence is required for the purpose of engaging in an Eligible Community Service activity.

6.7 Applying for Community Service Leave

Applications for community service leave are made through the Aurion ESS portal and are authorised by your immediate manager. For Jury Service, please attach to your application a copy of the summons from the court notifying you that you are required for jury service.

7.0 Compassionate Leave

Compassionate Leave is available on each occasion when a member of your Immediate Family (see section 4.3) or a member of your household:

- contracts or develops a personal illness that poses a serious threat to their life; or
- sustains a personal injury that poses a serious threat to their life; or
- passes away.

Compassionate Leave is leave of up to 3 days per occasion. It is paid leave for employees other than casuals, and unpaid leave for casual employees.

If an Immediate Family Member dies outside of Australia, we will provide an additional 2 days paid leave to attend the funeral of that person outside Australia, for employees other than casuals. Additional leave may also be approved in these circumstances.

To be eligible for payment during a period of Compassionate Leave, you must give us any evidence that we reasonably require of the illness, injury, or death.

8.0 Long Service Leave

You are entitled to Long Service Leave in accordance with applicable legislation for your Place of Work. Details are available from the People & Culture team.

9.0 Military (Defence Reserves) Leave

We support service with the Defence Force Reserves and will grant periods of leave in relevant circumstances, in accordance with applicable legislation. All requests for Military Leave should be referred to People & Culture.

10.0 Miscarriage Leave

To support employees who experience a miscarriage, the Company will provide up to 10 days paid Miscarriage Leave. This leave is separate to other types of paid leave, such as Personal Leave or Annual Leave, and is intended to provide support for physical and emotional recovery during this difficult period.

10.1 Application Process

To apply for Miscarriage Leave, you should contact your manager, a member of the Group People & Culture team, or your business unit P&C representative. All information disclosed

by the employee regarding their miscarriage and leave request will be treated with the utmost confidentiality. Only those who need to know for the purpose of managing the leave will have access to this information. You may be required to provide medical documentation to support the leave request; this documentation will be treated confidentially and only used for the purpose of verifying the leave.

10.2 Support and Return to Work

Employees are encouraged to return to work when they feel physically and emotionally ready. If additional time off is needed, employees can discuss further leave options with their manager and/or People & Culture, such as extending leave using other available leave entitlements or discussing flexible working arrangements.

The Company understands the emotional impact of a miscarriage and encourages employees to seek support. Employees can access the company's Employee Assistance Program (EAP) for counseling and emotional support. Additional resources and support services may be provided upon request.

11.0 Parental Leave

11.1 Eligibility for Unpaid Parental Leave

All employees in Australia are eligible for unpaid parental leave if they have completed at least 12 months of continuous service with the Company.

This includes casual employees if they have:

- been working for their employer on a regular and systematic basis for at least 12 months
- a reasonable expectation of continuing work for their employer on a regular and systematic basis, had it not been for the birth (or expected birth) or adoption (or expected adoption) of a child.

Parents are entitled to unpaid parental leave if:

- the employee, the employee's spouse, or the employee's de facto partner gives birth or
- the employee adopts a child under 16.

Each parent can take up to 12 months unpaid parental leave, or up to 24 months if the Company agrees. An employee's entitlement to unpaid parental leave is not affected by how much leave their partner takes.

An employee who is not eligible for unpaid parental leave may apply for leave without pay and this will be assessed on a case-by-case basis, taking into account all relevant circumstances including business requirements.

New Zealand based employees are also entitled to unpaid parental leave; please refer to Employment New Zealand for your current entitlements.

11.2 RGF (Company) Paid Parental Leave

Employees who are eligible for unpaid parental leave and who are within the scope of this policy are eligible for RGF Paid Parental Leave, depending on your tenure with RGF as follows:

LENGTH OF SERVICE	PRIMARY CARER'S LEAVE	SUPPORTING CARER'S LEAVE
1 - 2 Years' Service	6 Weeks	1 Week
2 - 3 Years' Service	9 Weeks	2 Weeks
3+ Years' Service	12 Weeks	3 Weeks

Primary carer's leave is available to an employee who is the primary carer of the child, and is taken from the date of the birth or placement for adoption.

Supporting Carer's leave is available to an employee who is not the primary carer and is taken from the date of the birth or placement from adoption, when both partners typically take leave concurrently. If, by agreement, the employee takes concurrent leave at a later date, then supporting partner's leave is paid at the later time.

Note that your Paid Parental Leave forms part of your entitlement to 52 weeks' unpaid parental leave and does not extend your available period of Parental Leave. Furthermore, you must be on leave from work for the relevant period to receive RGF's Paid Parental Leave (i.e., you will not be eligible if you continue working and do not take leave from work).

Completed years of service are determined as at the expected date of birth or placement of the child for adoption. Regular and systematic service as a casual counts towards a person's service period, provided the service is continuous. However, an employee must be a permanent employee at the time of the birth to be eligible for Paid Parental Leave.

The following payments and accrual conditions apply while on RGF Paid Parental Leave:

- you will receive your usual Total Fixed Remuneration (TFR) minus applicable income tax;
- superannuation contributions are deducted at the normal rate;
- you can elect to take RGF Paid Parental Leave at full pay for the eligible period, or half pay for twice the time period;
- the leave is inclusive of public holidays;
- you will not accrue personal or annual leave; and
- you may or may not accrue long service leave depending on the applicable legislation (which varies by state).

For subsequent periods of RGF Paid Parental Leave, employees will re-qualify for access to the scheme when they have returned to the workplace for at least 6 months prior to commencing a subsequent leave period. This does not limit access to other types of unpaid parental leave. Note RGF Paid Parental Leave can only be accessed once per child, even if you take a second period of leave to care for the child.

11.3 Applying for Parental Leave

If you are pregnant, your leave may start up to 6 weeks before the expected date of birth of the child, or earlier by agreement, and must start no later than the birth of the child. Employees are encouraged to discuss their parental leave plans (e.g. timing of parental leave, return to work dates, and expectations of possible arrangements on return to work) with their manager as soon as possible.

When applying for parental leave, employees must provide their manager with notice to take leave at least 10 weeks before starting the leave. The notice should include your expected start and end dates of leave. This should be provided in writing (email is suitable). If you are unable to provide 10 weeks' notice, you should provide notice as soon as practicable.

In addition:

- Where you are pregnant, you will need to include (with your notice) a letter or certificate from your doctor or midwife confirming the pregnancy and expected date of birth; or
- Where your spouse or de facto is pregnant and you wish to take parental leave, include with your notice a letter or certificate from your spouse or de facto's doctor or midwife confirming the pregnancy and expected date of birth and setting out the name of your spouse/de facto; or
- If the leave is surrogacy or adoption-related, include with your notice a letter from a relevant body confirming the date or expected date of placement for adoption and the child's age, or expected date of birth in the case of surrogacy.

At least 4 weeks prior to your intended leave start date, you will need to confirm your intended start and end dates for leave through your ESS portal. You should include any application for annual leave or long service leave at this time, and, if eligible, whether you would like to receive your RGF Paid Parental Leave at full or half pay. The Parental Leave Form is available via your ESS portal.

If your baby is born prematurely or the adoption placement is rescheduled, you should notify your manager in writing (email is sufficient) as soon as possible and no later than 2 weeks after the change in circumstances.

In the unfortunate event of a stillbirth (defined as the fetal death prior to birth of a baby born at 20 weeks gestation or more), you are still eligible for your full Parental Leave entitlements.

11.4 Australian Government Paid Parental Leave

Eligibility for Government Paid Parental Leave (PPL) is subject to a work test, an income test and a residency test. As the rules and entitlements for Government PPL are regularly changing, employees should make their own enquiries by referring to the Services Australia – Parental Leave Pay website for more information.

Employees must apply to Services Australia through myGov to receive Government PPL. RGF is unable to receive applications for Government PPL directly.

RGF's Paid Parental Leave is in addition to and separate from any entitlement you may have under the Australian Government's Paid Parental Leave scheme. This means currently eligible employees may receive both RGF's Paid Parental Leave and Government PPL.

11.5 Parental Leave Frequently Asked Questions

Can I take other paid leave at the same time as unpaid Parental Leave?

- Employees can apply to take accrued Annual Leave and Long Service Leave during unpaid parental leave. This leave must not interrupt any Paid Parental Leave period and can be taken in a block of consecutive days either before or after any Paid Parental Leave. Any such leave taken does not extend the 52-week period of parental leave available.

Can I extend my Parental Leave if I originally apply to take less than 12 months?

- If you originally apply to take less than 12 months parental leave, then you can extend your leave period once by notifying your manager in writing, giving at least 4 weeks' notice before the end of your original leave period. Any further extensions up to a total leave period of 12 months are by agreement.

Can I take more than 12 months Parental Leave?

- If you meet the eligibility requirements for unpaid parental leave, then you may request to extend your parental leave for up to an additional 12 months to care for your child (i.e., a total of 24 months). Your request should be made to your manager in writing and provide as much notice as possible before the end of your initial parental leave but no less than 4 weeks.
- In considering requests, managers and employees should discuss available options, and before finalising a decision should seek advice from People & Culture. Requests may only be refused on reasonable business grounds and the Company will respond to the written request within 21 days.

Can I work during Parental Leave?

- No, employees cannot work during parental leave (unless in exceptional circumstances).
- The Fair Work Act provides that an employee can work up to 10 "Keeping in Touch (KIT) Days" for each 12 months of parental leave (up to 20 days across 24 months leave) which will not break the continuity of the leave. KIT Days are by agreement between the Company and employee and help the employee to keep in touch to facilitate their return to work. This could include attending team meetings, planning days or training. KIT Days are optional; an employee cannot be required to work such days, nor is there any entitlement to work "keeping in touch days".
- Working permitted "Keeping in Touch Days" will not affect a person's eligibility to receive Government Paid Parental Leave.

How do I stay in touch while on Parental Leave?

- It is important for managers and employees to stay in contact during parental leave to ease the transition back to work at the end of the leave period.
- Managers should stay in contact with employees whilst on Parental Leave by providing them with important information and communications throughout their leave period. The type of contact options should be discussed before commencing Parental Leave.
- Under the Fair Work Act, the Company will consult with employees on Parental Leave in the event that a business decision is made during their leave period that will have a significant impact on the employee's status, pay or location of their pre-Parental Leave position.

What happens when I am due to return to work after Parental Leave?

- Contact should occur between a manager and employee on Parental Leave at least 6 weeks prior to the employee's scheduled return to work to confirm their return date and discuss their return.
- The employee is entitled to return to their pre-Parental Leave position or, if that position no longer exists, an available position for which the employee is qualified and suited nearest in status and pay.
- Some employees returning from leave also request flexible work arrangements, which are considered on a case by case basis by the Company (see the Flexible & Hybrid Working Policy). Employees are encouraged to consider and discuss any such arrangements with their manager at the earliest opportunity to ensure appropriate consideration and planning before the scheduled return date.

12.0 Purchased Leave

Employees eligible for Annual Leave also have access to Purchased Leave, subject to their manager and People & Culture's approval. Purchased Leave is designed to provide employees with additional leave during a period where they know they will be wanting extra paid leave, such as for an extended overseas holiday, to manage their caring responsibilities with school holidays, or to take a longer paid break from working.

12.1 How Purchased Leave Works

Additional leave is purchased via a corresponding reduction in Total Fixed Remuneration (TFR) payments.

From FY25, there will be two opportunities to purchase leave, of either 1 or 2 weeks (5 or 10 working days) at a time. This will occur in the April and October payruns. While the leave will be accrued upfront, the cost of the leave will be spread out as a proportionate deduction from your pay over the corresponding six month period. Should you leave the company in the six months before your Purchased Leave is repaid, but having used your Purchased Leave balance, you agree to repay the money owed.

As Purchased Leave is designed to be taken within the same Financial Year as when it is purchased, if you do not use your entitlement by the end of the Financial Year any outstanding balance will be refunded as payment in your March salary.

12.2 Example of Purchased Leave

1 week of Purchased Leave costs 1/52 of your TFR.

As an example, Jane earns \$65,000 TFR, so 1 week of Purchased Leave will cost her \$1,250. Jane decides in April to purchase 1 week (5 days) of leave. She accrues the 5 days in April, but the payments are spread out across the six months April to September, meaning her TFR before tax is \$208.33 less (\$1,250 divided by 6). Later in the year she decides she wants to take a longer break over Christmas, so in October opts in to a 2 week Purchased Leave arrangement. She consequently accrues an additional 10 days Purchased Leave, and her TFR is reduced by \$416.67 from October to March (2 weeks = 2/52 of TFR, divided by 6).

Payroll performs an exact calculation and makes the appropriate deduction from your TFR before tax, each pay until the arrangement ceases. Each six months you will be required to opt-in to a Purchased Leave arrangement again if you wish it to continue. If your TFR changes, the cost of Purchased Leave will change.

12.3 Excess Leave

Individuals with more than 4 weeks accrued and unbooked/unused Annual Leave accrued may not be entitled to enter into a Purchased Leave arrangement until they have reduced their Annual Leave balance accordingly.

We will discuss with you if, in combination with Annual Leave, you accumulate a balance greater than 6 weeks. We may cancel any further Purchased Leave deductions and accruals in circumstances where you cannot take the leave in the agreed period. Any excess unused Purchased Leave at the end of the Financial Year will need to be cashed out. New Purchased Leave arrangements cannot be made until your previous accrual is reduced to a minimum or cashed out.

If, for any reason, this leave has not been used by the time your employment ends, the leave will be paid out on termination at the original purchase price.

13.0 Family & Domestic Violence Leave and Support

We recognise that employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work, and we are committed to providing support to staff that experience family and domestic violence.

Family and domestic violence includes physical, sexual, financial, verbal or emotional abuse by a current or former intimate partner or a member of an employee's household, that seeks to coerce or control them, and/or causes them harm or fear.

13.1 Leave Options

All employees, including casual employees, experiencing family and domestic violence will have access to 10 days per year of paid leave to deal with the impact of family and domestic violence where it's impractical to do so outside their ordinary hours of work.

This might include (but is not limited to) taking time to:

- make arrangements for an employee's safety, or the safety of a family member;
- attend court hearings; and/or
- access police services.

This leave may be taken as consecutive or single days. The leave renews every year on an employee's work anniversary, but it does not accumulate from year to year.

Evidence may be required to access this leave which might include things like:

- documents issued by the police service
- documents issued by a court
- family violence support service documents, or
- a statutory declaration

An employee who supports a person experiencing domestic violence may access their Carer's Leave to accompany them to court, to hospital, or to mind children.

The existence of Family & Domestic Violence Leave does not prevent an employee from alternatively accessing another leave type (for example, annual leave) in accordance with this policy.

13.2 Additional Support

In order to provide support to an employee experiencing family and domestic violence and to provide a safe work environment to all employees, we will seek to approve any reasonable flexible working request from an employee experiencing family and domestic violence. This includes requests relating to:

- changes to their span of hours or pattern or hours and/or shift patterns;
- job redesign or changes to duties;
- relocation to suitable employment within the group;
- a change to their telephone number or email address to avoid harassing contact; or
- any other appropriate measure including those available under existing provisions for family.

13.3 How to Access Help

All employees have access to the Employee Assistance Program (EAP) for professional guidance and support. An employee experiencing domestic violence may raise the issue with their immediate manager or People & Culture representative. The manager may seek advice from People & Culture.

Where requested by an employee, People & Culture will liaise with the employee's Manager on the employee's behalf and will make a recommendation on the most appropriate form of support to provide.

All personal information concerning domestic violence will be kept strictly confidential. No information will be kept on an employee's personnel file without their express permission.

13.4 Applying for Family & Domestic Violence Leave

All internal team members (working directly for the Company and paid via the Aurion system), should apply in the first instance by contacting a member of the Group People & Culture team, or their business unit P&C representative (where applicable).

14.0 Volunteer Leave

Eligible employees are entitled to two days paid Volunteer Leave per financial year, subject to certain conditions. Please refer to the Volunteer Leave Policy for details, including eligibility.

15.0 Public and Religious Holidays

The Company generally observes the standard public holidays in your State, Territory, or regional area as defined by your Place of Work listed in your employment contract. Note that public holidays may change from year to year; and also that a change in your personal place of residence does not necessarily entitle you to a change in public holidays unless your contracted Place of Work changes.

15.1 Entitlement to Day Off

Whether you are entitled to a day off on a public holiday (with or without payment) will depend on your particular terms and conditions of employment, including any relevant industrial instrument. We may reasonably request that you work on a public holiday.

Casual employees who do not work on a public holiday are not entitled to payment.

15.2 Religious Holidays

We respect the rights of our employees to observe their religious holidays and, whenever possible, allow accrued annual leave to be used in these circumstances (see section 3, Annual Leave) or leave without pay if you are a casual employee or have exhausted your annual leave balance. Employees should provide reasonable advance notice to their manager of intended leave.

16.0 Document Control

Policy owner:		People & Culture		
Document Classification:		Confidential (Internal Only)		
Related Policy Documents:			Related Guidance documents:	
<ul style="list-style-type: none"> Volunteer Leave Policy Flexible & Hybrid Working Policy 			<ul style="list-style-type: none"> 	
Effective date:	1 July 2020	Update details	Updates to Purchased Leave, Parental Leave, and template branding; introduction of Miscarriage Leave	
Approved by:		Chief People Officer	Approved on:	1 October 2024
Version	Date	Prepared by	Effective from	Effective to
V1.0	1 Jul 2020	unknown author	1 Jul 2020	31 Jul 2022
V1.1	1 Aug 2022	Meredith Menzies	1 Aug 2022	20 Sep 2022
V1.2	1 Oct 2022	Meredith Menzies	1 Oct 2022	31 Jan 2023
V2.0	1 Feb 2023	Meredith Menzies	1 Feb 2023	9 Oct 2024
V3.0	10 Oct 2024	Meredith Menzies	10 Oct 2024	
Group Policy compliance. Primary responsibility for adherence to this Policy resides with the SBU Unit CEO. Local laws and regulations supersede this policy. Should this policy be found to be in contradiction with such regulations, it is the CEO's responsibility to immediately inform the General Counsel of this matter. This policy supersedes all local company policies. Should a local policy contradict this policy, it is the CEO's responsibility to align the local policy with this policy.				

