

	<b>Leave Policy</b>	<b>People &amp; Culture</b>
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<b>Contact person:</b>	Meredith Menzies, People & Culture	
<b>Policy owner:</b>	Mark Graham, People & Culture	
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Mark Graham		01-07-2020
<p><b>Group Policy compliance</b></p> <p>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.</p>		

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## I. PURPOSE OF THE POLICY

*RGF Staffing APEJ (RGF) provides a number of forms of leave. This policy applies in conjunction with relevant legislation, including the Fair Work Act 2009 (Cth). In some instances, RGF provides leave benefits which are more generous than legislative entitlements.*

*Employees are responsible for ensuring all leave requested or taken is submitted via your Employee Self Service (ESS) Portal, or appropriate forms completed and sent to your manager. Managers are responsible for ensuring that the relevant payroll team is advised of any changes to an employee's attendance pattern or change in status, which impacts on leave eligibility and accruals.*

## II. SCOPE OF THE POLICY

*This policy applies to employees of RGF including office-based employees, Team Members in AHS and Field Team Members in Vivir. This policy does not apply to employees engaged in Staffing Services who are on-hired to clients unless specified.*

## III. COMPULSORY ITEMS

*CMG provides leave to eligible employees.*

## IV. GOLDEN RULES

*Unless explicitly stated otherwise (e.g., Military Leave), all applications for leave are to be made through your ESS portal.*

*This document does not form part of your employment contract or other contract of engagement and may be changed by Chandler Macleod Group at any time, with or without your consent.*

## V. GLOSSARY

Official term	Explanation
...	...

## **III.1. Annual Leave**

### **III.1.1. Accrual**

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 or another payroll system as applicable.

### **III.1.2. Taking annual leave**

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.

### **III.1.3. 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.

### **III.1.4. Annual shutdown period**

We 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).

### **III.1.5. 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.

### **III.1.6. 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.

### **III.1.7. Cashing out annual leave**

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

### **III.1.8. Annual leave loading**

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

### **III.1.9. Approval procedure**

Applications for annual leave are to be made in the ESS Portal or other payroll system used by your business.

### **III.1.10. Personal/Carer's Leave**

Personal Leave comprises both personal leave and carer's leave.

### **III.1.11. Eligibility**

All employees other than casuals are entitled to:

Paid personal/carers 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 unauthorized leave and, accordingly, may not be paid.

### **III.1.12. 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. Paid Personal/Carer's leave balances can be viewed in your ESS Portal or payroll and leave system.

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.

### **III.1.13. Personal leave**

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

### III.1.14. Documentary evidence – Personal Leave

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.

### III.1.15. Carer's Leave

You may use any of your accrued paid Personal/Carer's 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.

### III.1.16. Documentary evidence – 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 stating that the care or support is/was required because of a personal illness or injury of an Immediate Family Member, or a member of your household. or

a statutory declaration made by you if the care or support is required because of an 'Unexpected Emergency' affecting the immediate family member or member of your household.

Where a medical certificate is provided it must include 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.

If the relevant document is a statutory declaration, it must include 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 that person requires (or required) care or support during the period because of a personal illness or injury of the person or an Unexpected Emergency affecting the person.

### **III.1.17. Notification responsibilities – Personal and Carer’s Leave**

If you are unable to report for duty because of illness you must inform your direct manager via telephone 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.

### **III.1.18. What if I am sick and I’ve exhausted my paid Personal/Carer’s 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 (sick) leave still apply (see sections 4.4 and 4.5), and
- if you require carer’s leave – you may take unpaid carer’s leave (see above) or we may approve a request by you to take any accrued annual leave (or, in some cases, long service leave).

### **III.1.19. Approval procedure**

Applications for personal/carers leave should be made in your ESS Portal (or another payroll system) and authorised by your immediate manager.

## III.2. Parental Leave

### III.2.1. Unpaid Parental Leave – Eligibility

Employees who are entitled to up to 12 months unpaid parental leave under the National

Employment Standards include:

- permanent or maximum-duration employees who have at least 12 months service as at the expected date of birth or date of placement for adoption; and
- casual employees who have been employed on a regular and systematic basis for a sequence of periods of employment during a period of at least 12 months, and who, but for the birth or adoption, would have had a reasonable expectation of continuing employment on a regular and systematic basis.
- The leave must be associated with:
  - the birth of your child or the birth of a child of your spouse or de facto partner; or
  - the placement of a child aged under 16 years with an employee for adoption.

Parental leave is to be taken in one single, continuous period.

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.

Note that if both parents meet the eligibility requirements in legislation, each parent is entitled to take up to 12 months unpaid parental leave, i.e., up to a total of 24 months.

### III.2.2. Government Paid Parental Leave

The information in this section is intended as a helpful guide only and employees should make their own enquiries about Government Paid Parental Leave (Government PPL). Employees should refer to the Services Australia – Parental Leave Pay website for more information.

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

#### Interaction with RGF Paid Parental Leave

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.

You will need to submit separate applications for RGF's Paid Parental Leave (to the Company) and for Government PPL (to Services Australia).



## **Eligibility for Government PPL**

Eligibility for Government PPL is subject to a work test, an income test and a residency test. The rules are somewhat complex, and employees should refer to the Services Australia to determine if they are eligible.

## **What is Government PPL?**

In summary, the scheme provides eligible primary carers with payments for up to 18 weeks at the level of the federal minimum wage. The payments are treated as taxable income.

## **How can I claim Government PPL?**

Claims must be;

- made to Centrelink, not RGF.
- made by the mother or initial primary carer in the case of adoption, other than in exceptional circumstances.
- lodged up to 3 months before the expected date of birth or adoption. To receive the full 18 weeks of pay, claims must be submitted no later than 34 weeks after the birth or adoption of the child.

For details of how to make a claim and the documentation required visit the Services Australia website.

## **When can I take Government PPL?**

When you lodge the claim, you will need to nominate the start date for Government PPL. Government PPL can start from the date of birth or placement for adoption, or at a later date. Government PPL must be taken in one continuous 18 week period (or less) and must be fully paid within 52 weeks from the date of birth or adoption.

Government PPL may be taken at the same time as RGF's Paid Parental Leave or other paid leave, or at a different time.

## **Who pays me the Government PPL?**

Although the scheme is government funded, in most cases employees receive the payments from RGF (which receives the payments from the Government).

Please note Government PPL does not attract Company superannuation contributions.

### Can I work when I'm receiving Government PPL?

To remain eligible for Government PPL, employees must not return to work until their Government PPL finishes. However, under the relevant legislation applying to Government PPL, employees may be able to work up to ten days without losing their entitlement (see section 7).

#### “Dad and Partner Pay”

Eligible fathers and partners caring for a child (either through birth or adoption) are eligible for the Government’s “Dad and Partner Pay”, which is up to 2 weeks’ pay at the rate of the federal minimum wage. Eligibility will also be subject to income, work, and residency tests.

To be eligible, the person must not be working at the time of receiving the payment. The payment is in addition to any other leave the person takes, paid or unpaid.

Dad and Partner Pay can be claimed up to three months before the expected birth or adoption. Payments are made directly to you by the Government.

Refer to the Services Australia – Dad and Partner Pay website for more information.

### III.2.3. RGF Paid Parental Leave Scheme

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 and is taken from the date of the birth or placement for adoption. 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.

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 the employee must be on leave from work for the relevant period to receive CMG's Paid Parental Leave (i.e., the employee will not be eligible if they continue working and don't take leave from work).

Completed year/s of service are determined as at the expected date of birth or placement of the child for adoption. Regular and systematic service as 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.

Payments while on RGF Paid Parental Leave:

- you will receive your usual Total Fixed Remuneration (TFR) minus applicable income tax;
- Superannuation contributions are not deducted or paid;
- 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;
- Employees can elect to take Paid Parental Leave at full pay or half pay for twice the time period.

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.

#### **III.2.4. Applying for Leave – Notice and Documentary Requirements**

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.

#### **III.2.5. Notifying your Manager**

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 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 adoption-related, include with your notice a letter from the adoption agency (or relevant body) confirming the date or expected date of placement for adoption and the child's age; and

Specify whether or not your spouse/ de facto partner will be taking any leave during your period of leave and whether he or she will be receiving any payment for that leave.

### **Confirming your leave**

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 also confirm whether or not your spouse/de facto will be taking any leave and whether or not he/she will be receiving any payment for that leave. 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.

## **III.2.6. Frequently Asked Questions**

### **I am pregnant. When can I start my leave?**

If you are a female employee who is 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.

### **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 both parents share responsibility for the child?**

We support employees who choose to share care arrangements including both parents accessing leave for a child's birth or placement. The National Employment Standards set out some rules for how this works. In summary:

- an employed couple may take up to 24 months unpaid leave for their child;
- a maximum of 8 weeks overlapping leave between parents is permitted; and
- the leave period needs to be taken in a single block by each parent (except for the overlapping period).

Requests to take a longer period of concurrent leave will be considered on a case by case basis. If you do not meet the eligibility requirements in section 3, you may apply for Leave Without Pay, Annual Leave or Long Service Leave, and applications will be assessed on a case by case basis.

### **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. You should:

provide as much notice as possible before the end of your initial parental leave but no less than 4 weeks; and

address any potential impacts of the extended leave and any measures to overcome these issues.

In considering requests, managers and employees should discuss available options, and before finalising a decision should seek advice from P&C. 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 do not work during parental leave (unless in exceptional circumstances).

The Fair Work Act provides that an employee can work up to 10 "keeping in touch days" for each 12 months of parental leave (up to 20 days across 24 months leave) which will not break RGF Staffing APEJ. All rights reserved.

the continuity of the leave. “Keeping in touch 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. “Keeping in touch days” are optional and 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 also 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 Work Arrangements 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.

### III.3. Leave Without Pay

#### III.3.1. Interaction with other leave

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.

#### III.3.2. Public holidays during leave periods

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 3.4).

#### III.3.3. Approval procedure

Applications for Leave without Pay are to be made in your ESS Portal (or other payroll system used by your business).

### III.4. Compassionate Leave

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

Please note this section relates to entitlements under the Fair Work Act. More generous entitlements exist under some States/ Territories under separate legislation. Queries should be directed to your local People & Culture representative.

Compassionate leave is available on each occasion when a member of your Immediate Family Member (see section 4.5) 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

If an Immediate Family Member dies outside of Australia, we will provide an additional 2 more 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.

### **III.4.1. Approval procedure**

Applications for Compassionate Leave are to be made in your ESS Portal (or another payroll system) and authorised by your immediate manager.

## **III.5. Long Service Leave**

You are entitled to Long Service Leave in accordance with applicable legislation. Details are available from your local People & Culture or payroll team representative.

The minimum period of Long Service Leave that can usually be authorised is 7 consecutive calendar days.

### **III.5.1. Approval procedure**

Applications for Long Service Leave are to be made in your ESS portal (or another payroll system).

## **III.6. Community Service Leave**

### **III.6.1. What is 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.

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/military services (Refer to Clause 9 for Military Leave).

### **III.6.2. When can I be absent from work for community service leave?**

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)

In addition, unless the activity is jury service, your absence must be reasonable in all the circumstances.



### **III.6.3. What is a voluntary emergency management activity?**

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 voluntary emergency management activity does not include defence/military services (Refer to Clause 9 for Military Leave).

### **III.6.4. What is 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

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.

### **III.6.5. Do I get paid for community service leave?**

#### **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, the employee must also:
- provide evidence that they 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 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 and Culture representative.

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### **Other community service leave**

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

What am I required to do before I take community service leave?

### **For 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.

Please attach to your application a copy of the summons from the court notifying you that you are required for jury service.

### **For 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.

### **III.6.6. Approval procedure**

Applications for community service leave are made through your ESS portal (or another payroll system) and are authorised by your immediate manger.

### **III.7. Military Leave**

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

### III.8. 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 domestic violence.

#### III.8.1. Leave options

A full-time or part-time employee experiencing domestic violence will have access to 5 days per year of paid special leave for medical appointments, legal proceedings and other activities related to domestic violence.

This leave may be taken as consecutive or single days. Casual employees may access 5 days unpaid leave. It does not accrue from year to year.

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.

**Domestic violence** includes physical, sexual, financial, verbal, or emotional abuse by an immediate family member. Proof of domestic violence may be required and can be in the form of an agreed document issued by the Police Service, a Court, a Doctor, a Domestic Violence Support Service or Lawyer.

#### III.8.2. Additional Support

In order to provide support to an employee experiencing 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 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
- any other appropriate measure including those available under existing provisions for family; and
- friendly and flexible work arrangements

#### III.8.3. How to access help

All employees have access to the Employee Assistance Program 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 and 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.

### **III.9. Public & Religious Holidays**

#### **III.9.1. Public holidays**

RGF generally observes the standard public holidays in your State, Territory or regional area that may change from year to year.

#### **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.

#### **III.9.2. 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.

### **III.10. Purchased Leave**

#### **III.10.1. What is Purchased Leave?**

Full-time and part-time employees employed by RGF have access to Purchased Leave, with their manager's approval.

Additional leave is purchased via a corresponding reduction in TFR payments. The leave you purchase then accrues progressively through that 12-month period, in the same way as annual leave. However, you can access the progressive amount of additional leave as you accrue it throughout that 12-month period (subject to your manager's approval).

### **III.10.2. How much will Purchased Leave cost each pay?**

1 week of Purchased Leave costs 1/52 of your Total Fixed Remuneration (TFR). For example, if your TFR is \$65,000, 1 week of Purchased Leave will cost \$1,250. So, if you are paid monthly, you will pay 1/12 of this amount each month (e.g., \$104). Payroll performs an exact calculation and makes the appropriate deduction from your TFR before tax, each pay until you cancel the arrangement. If your TFR changes, the cost of Purchased leave will change.

Your Purchased Leave arrangement will continue unless you contact your payroll team to cancel. This means, for example, if you only wish to purchase additional leave for one year, you will need to ensure you contact payroll at the end of that year to cancel. Please also advise your manager prior to cancelling the arrangement.

### **III.10.3. How much Purchased Leave can I access?**

Provided you and your manager agree, you may sign up to purchase between 1-4 weeks additional leave per year.

### **III.10.4. When can I use my Purchased Leave?**

Access and approval to use the leave is exactly the same as Annual Leave. However, you may also be able to cash out Purchased Leave if required.

### **III.10.5. Excessive accrual of purchased leave**

The intent of the additional purchased leave is for it to be taken during the year in which it is accrued. 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.

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.

### **III.10.6. Approval procedure**

Applications to purchase additional leave are made through your ESS portal (or another payroll system).