

Wheatbelt Natural Resource Management Incorporated

Employee Leave Policy

Policy Name:	Employee Leave Policy
Policy Number:	4.5
Policy Version Number:	V1.02
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by the Board of Management:	4 th May 2016
Date of Last Review:	26 th April 2015
Period Until Next Review:	36 months from the approved date, or as required
Related Legislation:	<ol style="list-style-type: none"> 1. Associations Incorporation Act 1987 (Western Australia) 2. Fair Work Act 2009 3. Public Sector General Agreement 2008 4. National Employment Standards (NES)
Related WNRM Policies or Procedures:	<ol style="list-style-type: none"> 1. Leave Management Plan 2. Leave Claim Form 3. Wheatbelt NRM Conditions of Service

1. Definitions

“Immediate Family means a [spouse](#), de facto partner, [child](#), parent, grandparent, grandchild or sibling of the [employee](#); or a [child](#), parent, grandparent, grandchild or sibling of a [spouse](#) or de facto partner of the [employee](#).

“Employee” means a personnel with letters or contracts of employment with Wheatbelt Natural Resource Management Incorporated. There are two categories of employees:

- Fixed Term Employee: A fixed term employee shall mean an employee who is employed to work for a fixed period of time as set out in their contract.
- Casual Employee: A casual employee shall mean an employee who’s letter of employment is not for a fixed period, and who’s services can be terminated by either Wheatbelt NRM or by the employee with an hours notice. Casual employee shall be paid 20% loading as compensation for loss of personal leave, annual leave and public holiday pay.

“**Wheatbelt NRM**” means Wheatbelt Natural Resource Management Incorporated.

“**Employer**” means Wheatbelt Natural Resource Management

2. Overview

This Policy relates to the management of Wheatbelt NRM employee leave and covers annual leave, personal/carer’s leave, compassionate leave, parental leave, partner leave, short leave, leave without pay, long service leave, and jury and witness leave.

The Board of Management has endorsed that the Public Sector General Agreement 2008 be used as a guideline for all leave entitlements.

The Chairperson of the Board of Management will assess, approve and receive leave notifications where the Chief Executive Officer is the person requesting or notifying leave.

Employee who breaches this Policy may be subject to disciplinary action.

This policy should be read in conjunction with the Wheatbelt NRM Conditions of Service.

3. Policy Statements

- 3.1 The Chief Executive Officer will be responsible for managing employee leave, including the approval of leave.
- 3.2 The Chief Executive Officer will endeavour to allow employee to take leave when requested while ensuring that Wheatbelt NRM:
 - is not disadvantaged by either too many employee on leave at the same time, or
 - at crucial times, or
 - by an increasing financial liability due to leave not being taken.
- 3.3 A leave management plan will be developed to ensure that all leave is planned in advance where possible.
- 3.4 The Conditions of Service outlines entitlement to Annual Leave, Personal Leave, Carers Leave, Compassionate Leave, and other Leave options.

4. Leave Without Pay

- 4.1 Leave without pay is a privilege and not a right and will be considered on the particular merit of the application to the Chief Executive Officer in line with the conditions of service.
- 4.2 During any period of unpaid leave, no paid leave will accrue.
- 4.3 Leave without pay will not be approved unless;
- It suits the convenience of Wheatbelt NRM; and
 - all accrued and pro-rate annual and eligible long service leave credits are exhausted

4. Jury and Witness Leave

- 5.1 Fixed Term Employee required to serve on a jury will notify the Chief Executive Officer as soon as practicable and will be granted paid leave of absence.
- 5.2 Where the employee is required to give evidence in an official capacity related to Wheatbelt NRM business, he/she will be granted paid leave of absence.
- 5.3 An employee subpoenaed under any circumstance other than for Wheatbelt NRM business can be granted leave of absence without pay.

5. Disaster relief

- 5.1 In the event of Natural disasters and State of Emergencies effecting the employer, the employer is enabled to stand down employees, without pay, where they cannot be usefully employed during a period because of stoppage of work for which the employer cannot reasonable be held responsible.
- 5.1 In the event of Natural disasters and State of Emergencies effecting the employee, the employer recognise entitlements apply under the NES Fair Work and the Conditions of Service.

6. Responsible Officers

- 6.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 6.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 6.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.

7. Approval

This Policy was approved by the Board of Management on the 4th May 2016.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated