



# Employee Leave Policy and Procedure

## Scope

This policy applies to all Brook RED employees with the exception of those employed on casual terms. Leave entitlements for casual employees are per the National Employment Standards (NES).

## Purpose

This policy sets forth employee entitlements to *annual leave* and *personal leave*.

## Principles

Brook RED is committed to ensuring that leave arrangements are flexible and responsive for our employees and our organisation. We will endeavour whenever possible to accommodate leave in a way that values the wellbeing and external commitments of our employees.

## Policy and Procedure

### 1. Personal Leave

#### Policy

- 1.1. Personal leave entitlements are those specified in the NES.
- 1.2. Employees will not be paid out accrued but untaken personal leave on termination of employment.
- 1.3. The employee is entitled to use up the ten days of their personal leave per annum as carer's leave.

#### Procedure

- 1.4. The employee will make an application to their direct Line Manager as soon as it is known that leave is required and will complete a Leave Request Form as soon as practicable.
- 1.5. If the employee requires more than two personal leave days, Management may require that a medical certificate be provided. If sufficient paperwork is not provided for any period of personal leave, management may treat the period of absence as annual leave.

### 2. Annual Leave

#### Policy

- 2.1. Annual leave entitlements are those specified in the NES.
- 2.2. Employees will be paid out accrued but untaken annual leave on termination of employment.

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- 2.3. Permanent employees who complete two years of employment at Brook RED will accrue, on a pro rata basis, one week of annual leave in addition to that prescribed in the NES.
- 2.4. Permanent employees who complete two years of employment at Brook RED will have the option of taking up to three planned weeks, in one week increments, of unpaid annual leave. It is an employee's choice to exercise this option or not to. This leave may be taken as unpaid during the weeks it is used.

## **Procedure**

- 2.5. The employee will make an application using the Leave Request Form to their direct Line Manager at least two weeks before the proposed leave is to commence.
- 2.6. Leave applications will not normally be approved if there is insufficient accrued leave to cover the absence.
- 2.7. The Line Manager will approve the leave or may seek further discussion with the employee in relation to the dates, time, or reasons for the leave. Every reasonable effort will be made to enable the employee to take leave at the requested time.
- 2.8. The Line Manager will notify the employee when the leave application has been approved or denied.
- 2.9. The Line Manager will forward the completed Leave Request Form to the Business Services Manager and the Assistant Manager.
- 2.10. The Assistant Manager will update the employee leave shared calendar.

## **3. Time Off in Lieu (TOIL)**

### **Policy**

- 3.1. Time off in lieu (TOIL) is a system that allows employees to 'bank' overtime and later receive compensatory time off for the banked time.
- 3.2. Overtime worked and banked for TOIL must be pre-approved and agreed between an employee and their direct supervisor, or with the Business Services Manager, or with the General Manager.
- 3.3. To prevent burn out, overwork, and future scheduling issues, TOIL balances should not exceed 15.2 hours and should ideally be used in the same fortnight in which it is accrued. Where it is not possible to use TOIL in the

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same fortnight in which it is accrued, TOIL should be used as soon as is reasonably possible and it must be used within 6 weeks of accrual.

- 3.4. TOIL accrued is not payable on termination of employment, but may be used during a termination of employment notice period.

## **Procedure**

- 3.5. Line Managers will keep a record of TOIL hours banked and used by each employee they directly supervise.
- 3.6. TOIL balances in excess of 15.2 will be reported to the Business Services Manager by Line Managers.

## **4. Extraordinary Leave**

### **Policy**

- 4.1. Separate from other types of leave, Brook RED may make available up to ten days fully paid extraordinary leave per annum for full-time employees or the pro rata equivalent for part-time employees. Extraordinary leave is leave provided to employees who experience a significantly disruptive life circumstance requiring leave beyond that provided for in the NES. The leave is provided in order to facilitate activities that an employee may need to undertake as a result of experiencing such circumstances (for example, moving house or attending legal appointments). While this leave is granted on a case-by-case basis and is granted at the discretion of Brook RED, it will not be unreasonably withheld and the decisions to grant such leave will be determined without consideration to organisational need. Extraordinary leave will be granted upon commencement of employment and will renew annually on 1 July. Extraordinary leave will not accrue if unused and is not payable on termination.

### **Procedure**

- 4.2. Employees should request extraordinary leave from their direct Line Manager who will indicate whether the requested leave is approved or denied as soon as practicable and with a minimum of delay.
- 4.3. Line Managers should be provided with as much detail as possible about the timing and duration of the leave.
- 4.4. Granted extraordinary leave should be noted on time sheets as 'EL'.
- 4.5. Because extraordinary leave may be requested with no or limited prior notice, the approval process is intended to be responsive and to minimise barriers to access.

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## 5. Other Leave

### Policy

- 5.1. Long service leave entitlements are per the Industrial Relations Act (1999) QLD. The procedure for accessing long service leave is the same as that specified in this policy for annual leave. Per the Industrial Relations Act (1999) QLD, employees will be paid out long service leave entitlements on termination of employment.
- 5.2. Other leave including family and domestic violence leave, compassionate leave, parental leave, et cetera, are those specified in the NES and the employee's award. If you wish to access these forms of leave, please speak with your direct Line Manager.

### Definitions of Terms Used

#### Annual Leave

Annual leave is a form of leave which allows employees paid time away from work for recreational purposes.

#### Personal Leave

Personal leave is a form of leave which allows employees paid time away from work for medical or other purposes.

### References

Industrial Relations Act (1999) QLD

Brook RED Leave Request Form

National Employment Standards (NES)

Social, Community, Home Care and Disability Services Industry Award 2010

### Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	January 2016	Eschleigh Balzamo	Introduction of new policy	-
Version 02	July 2016	Eschleigh Balzamo	Addition to policy	-
Version 03	April 2017	Eschleigh Balzamo	Change of format	January 2018
Version 04	September 2019	Eschleigh Balzamo	Change to version control	January 2021
Version 05	June 2021	Eschleigh Balzamo	Review and Update	June 2023

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Version 06	February 2022	Eschleigh Balzamo	Change to content	July 2023
Version 07	August 2023	Eschleigh Balzamo	Review and Update	August 2023
Version 08	January 2024	Eschleigh Balzamo	Review and update	August 2024
Version 09	September 2024	Eschleigh Balzamo	Review and Update	September 2025

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.