



## UNPAID LEAVE POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

### PURPOSE

Community Veracity is committed to balancing the needs of its employees with those of Community Veracity, and recognises that on occasions some employees may need to take special unpaid leave.

The purpose of this policy is to outline Community Veracity's policy and related processes for applying for, and taking, unpaid leave.

### SCOPE

This policy applies to all employees of Community Veracity.

### POLICY

- Generally, unpaid leave will only be considered by Community Veracity where an employee's circumstances are exceptional.
- Where available, an employee's accrued leave (such as annual leave, personal leave – if appropriate, and long service leave) will be utilised before unpaid leave will be considered.

Where an employee takes unpaid leave, other leave entitlements will cease to accrue for the period of that unpaid leave.

### RESPONSIBILITIES

The **Human Resources Department** is responsible for ensuring that:

- leave records for each employee are established and recorded;
- unpaid leave procedures are observed across the organisation; and
- applications for unpaid leave are processed as soon as possible.

**Managers** are responsible for:

- adhering to this policy when approving applications for leave without pay; and
- discussing all applications for unpaid leave with the employee and the Human Resources Department as soon as possible.

**Employees** are responsible for:



- adhering to the provisions of this policy when making an application for unpaid leave; and
- initiating leave applications by completing and submitting the appropriate leave documentation.

## **PROCESSES**

Employees must submit applications for leave without pay to the appropriate manager for review.

Applications for unpaid leave should be made as soon as the employee knows that they intend to take leave.

Upon receiving an application for unpaid leave, the employee's manager should consider all of the circumstances surrounding the request, and make a decision in consultation with the Human Resources Department and, if necessary, the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT.

Prior to granting unpaid leave which extends beyond one week, managers must obtain the approval of the [insert appropriate position, e.g. EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT].

The conditions under which an employee is granted unpaid leave are to be documented by the Human Resources Department in the form of the template memo in Appendix A of this policy. A copy of this memo is to be provided to the employee and filed in their personnel file.

## **LEGISLATION & AWARDS**

- *Fair Work Act 2009*
- *Fair Work Regulation 2009*