



Policies, Procedures and Guidelines

APPROVAL OF LEAVE POLICY

CSG011

BACKGROUND

Lachlan Shire Council (LSC) supports the principle that all forms of leave expressly intended for employees to enjoy regular rest and relaxation away from the demands of work or recover from illness or attend specific activities outside work responsibilities.

OBJECTIVES

This policy assists LSC more effectively manage the administration of leave for all employees. This policy incorporates all forms of leave covered by the Local Government (State) Award and the LSC Enterprise Agreement (EA).

SCOPE

This policy covers all employees covered by the Local Government (State) Award and the LSC EA.

POLICY

In order to effectively manage a balanced leave program within each department as well as Council wide, leave forms (and related timesheets) must be completed and submitted to the appropriate delegated Council officer in each department.

ANNUAL LEAVE

It is expected that a minimum notification of ten (10) working days will be provided by an employee when applying for annual leave.

LSC may direct an employee to take annual leave by giving at least four weeks prior notification in the following circumstances:

- where an employee has accumulated in excess of eight weeks annual leave
- where a period of annual close-down of up to and including 4 weeks is to occur.

LONG SERVICE LEAVE

It is expected that a minimum notification of ten (10) working days will be provided by an employee when applying for annual leave.

Long service leave shall be taken at a time mutually convenient to LSC and the employee, provided that all long service leave accruing on or after 23 June 1988 shall be taken within five years of it falling due.

LSC may direct an employee to take long service leave accrued on or after 23 June 1988 and not taken within five years of it falling due provided that at least four weeks' notice is given to the employee.

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VARI-LEAVE

In accordance with Council's Enterprise Agreement vari-leave may be taken at a time that is mutually agreeable between the employee and LSC. Employees are required to give at least three days' notice prior to taking vari-leave consideration will be given to extenuating circumstances.

Employees may not accumulate more than ten days vari-leave at any one time. In the event that an accumulated balance of more than ten days occurs, the employee may be given notice in writing to take the additional vari-leave.

PERSONAL (SICK) LEAVE

Each employee has a right to personal (sick) leave under the relevant Award, should illness preclude an employee from attending work.

ADVISING OF ILLNESS/INJURY

The employee's direct supervisor is to be advised as soon as practicable and preferably within one hour of the normal starting time. If the sudden onset of the sickness makes it impracticable to give notice before the period begins, this notice must be given as soon as possible and not later than 24 hours after the period begins.

Employees who fail to advise of their absence may be deemed to have abandoned their employment and to be absent without paid leave unless the employee can justify a good reason for having failed to notify their direct supervisor.

RETURNING TO WORK

The employee should advise their direct supervisor of an expected timeframe of when they will be resuming duties as soon as becoming aware of their ability to do so.

If returning from leave in excess of three (3) months employees must give their supervisor / manager four (4) weeks' notice in writing of their return date.

PERSONAL (SICK) LEAVE PERIOD

A sick leave period constitutes time off work and may be as little as one (1) hour.

EVIDENCE OF ILLNESS

Satisfactory medical evidence is required in the following circumstances:

- where personal (sick) leave exceeds (two) 2 consecutive days (i.e. 3 days or more)
- where a single personal (sick) leave period is taken together with a public holiday or rostered day off work/vari-leave day (i.e. 2 days or less)

Satisfactory medical evidence includes:

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- production of a medical certificate signed by a qualified medical/health practitioner registered with the appropriate government authority
- evidence of contact seeking an appointment supplied by the medical/health practitioner's consulting rooms.

The employee's direct supervisor must be satisfied that the illness or injury did not arise from engaging in other employment, otherwise sick leave will not be paid.

Should LSC deem it necessary, the employee may be required to attend a doctor nominated by LSC at its expense.

Payment whilst on personal (sick) leave will not include penalty rates, overtime, first aid allowance or loadings.

ONGOING ILLNESS

After three (3) separate personal (sick) leave periods in a calendar year (January – December) proof of illness must be supplied in order to justify payment. Proof of illness will be required for each day of personal (sick) leave for the remainder of the calendar year within 14 days.

Failure to provide appropriate proof of illness within 14 days to the direct supervisor will result in loss of pay for the time claimed.

LEAVE WITHOUT PAY

Employees who exceed their leave credit may be granted leave without pay or use annual leave entitlements in the event of exhausted personal (sick) leave. Requests for leave without pay must be submitted through the appropriate supervisor. Such leave is discretionary, on a case by case basis, and must be approved by both the supervisor and relevant Director.

Leave without pay should not exceed three (3) months in any one calendar year (January – December). Leave without pay in excess of five working days must be approved by the General Manager.

AUTHORISATION

This policy does not automatically authorise leave.

RELEVANT DOCUMENTS

LSC Enterprise Agreement
Local Government (State) Award

Robert Hunt
GENERAL MANAGER

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