



Leave Policy

Version: 1; Adopted: 23 November 2018

1. Intent

This policy aims to provide a framework for creating a positive work environment that enables employees to achieve a reasonable balance between work and personal commitments.

The objective of this policy is to provide information and guidance on a range of leave provisions and related payments in accordance with the Local Government (State) Award 2017 (the Award) and/or Council provisions.

2. Scope

This policy applies to all permanent full-time, part-time and temporary employees.

Leave entitlements for casual employees are also included when the Award makes such provision.

3. Framework

Council's responsibility for providing quality services to the community is critical and operational effectiveness will be given due consideration when requesting and approving leave.

Where possible, leave arrangements should be made in collaboration between employees and management, with consideration given to options that meet both the employee's personal needs and Council's requirements.

The taking of leave should:

- Ensure Council's operational needs are taken into account.
- Be in accordance with the employee's employment conditions.
- Be made on a case by case basis following an assessment of the merit of the request.
- Be transparent and capable of review.

A request will only be refused on reasonable business grounds, which may include:

- Significant negative impact on service delivery.
- A lack of capacity to reorganise the work arrangements of other team members.
- The impracticality of the arrangements that would need to be put in place.

4. Accountabilities

4.1. GENERAL MANAGER

- Ensure the policy framework promotes and champions the intent and objectives of this policy.
- Ensure managers and supervisors support, manage and consistently apply this policy and its associated procedure within their area.

4.2. MANAGERS AND SUPERVISORS

- Understand this policy and its associated procedure.
- Make available education, information and support regarding this policy and its associated procedure.

- Apply this policy and its associated procedure fairly, reasonably and consistently, including genuinely considering requests for leave, ensuring documentation is accurate and complete and monitoring leave of employees reporting to them to identify patterns of absences and managing each appropriately.

4.3. EMPLOYEES

- Understand this policy and its associated procedure.
- Seek information, guidance and support where necessary to understand this policy and its associated procedure.
- Genuinely and respectfully participate in the leave process, including considering the broader impact of the request and work collaboratively with management in requesting leave.

4.4. HUMAN RESOURCES

- Provide information, guidance and support to management and employees.

4.5. PAYROLL

- Administer the process with respect to payment of leave and record keeping.

5. Linkages

5.1. APPLICABLE LEGISLATION

This policy is to be read in conjunction with the following:

- Annual Holidays Act (1994) NSW
- Local Government (State) Award 2017
- NSW Long Service Leave Act 1955

5.2. RELATED POLICIES AND PROCEDURES

Please refer to the following policies/procedures:

- Leave Procedure

6. Review

This policy was developed as part of a Bourke, Brewarrina and Walgett Joint Project (2018).

This Policy will be reviewed every three years or as required in the event of legislative changes. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

6.1. POLICY AMENDMENTS

Version	Date Approved	Resolution No	Description of Changes
V1	23 November 2018	218/18	

7. Appendix

7.1. COUNCIL PROVISIONS

UNION PICNIC DAY	All full-time employees will receive a full day's pay for Union Picnic Day. All Permanent Part-Time Employees will receive pay for the hours they would have been rostered to work on the day which Union Picnic Day falls.
ANNUAL OFFICE CLOSURE	Council may decide to close the Council offices between Christmas and New Year. Office employees who do not normally receive regular overtime payments will be paid their normal contracted hours of work, in recognition of unpaid overtime worked throughout the year.