

## Other Leave Policy

### Overview

At NBN Co we are collaborative and flexible, we help each other reach out and do what's needed and have simple and efficient ways of doing things.

NBN Co recognises that in addition to standard leave entitlements (e.g. annual leave, long service leave, personal carer's leave and parental leave) employees may wish to access other types of leave.

### Purpose

The intent of this policy is to inform employees of the other types of leave they may access, such as:

- Community Service Leave
- Jury Service Leave
- Purchased Leave
- Defence Reserve Leave
- Study and Examination Leave.

### Scope

This policy applies to all NBN Co employees.

### Policy

#### Community Service Leave

Unpaid leave to participate in community service is available to employees who participate in an eligible community service activity including:

- ▶ voluntary emergency management activity; and
- ▶ activities of a community service nature, such as work with a recognised charity

#### Community Service Leave Entitlement

There is no limit to the amount of unpaid community service leave that can be taken during a twelve month period. However, manager approval is required and will be based on the operational needs of NBN Co.

To be eligible for a voluntary emergency management activity an employee must be a member of, or have a member like association with a recognised emergency management body. For example, a fire fighting or rescue body.

Community Service Leave is only granted for emergency management activities where the employee engages in an activity on a voluntary basis that involves dealing with an emergency or natural disaster.

Community Service Leave provided by NBN Co covers:

- ▶ time spent engaged in the activity
- ▶ reasonable travelling time
- ▶ reasonable rest time after the activity

### Taking community service leave

NBN Co requires notice of when an employee may need to take community service leave, but recognises in the circumstances of voluntary emergency management activity this may not be possible. If this is the case the employee should provide the notice as soon as practicable even though they may already be absent.

A leave request should be submitted in the approved format.

The employee will need to advise NBN Co how long they will be absent or expect to be absent.

If an employee does not provide appropriate notice and evidence of the need to take leave, NBN Co may refuse the leave.

### Jury Service Leave

#### Jury Service Leave Entitlement

When an employee is required to attend jury service (including attendance for selection), NBN Co grants leave for that employee to attend court.

#### Taking Jury Service Leave

As soon as an employee is called for jury service, they must provide their manager with the official notice requiring their attendance.

A leave request must be submitted in the approved format.

#### Payment for Jury Service

An employee is entitled to jury service leave make-up pay from NBN Co for a maximum of 20 days jury service if they:

- ▶ take all reasonable steps to recover any amount of jury service pay they are entitled
- ▶ provide evidence of the amount of jury service payment made, or that no payment has been made.

Employees will be paid their base rate of pay for ordinary hours, less any jury service payment they receive.

Should jury service extend beyond 20 days NBN Co may agree to pay the employee's base rate of pay for a period extending beyond the first 20 days.

Jury service leave payment by NBN Co is not available to casual employees.

### Purchased Leave

Purchased leave provides employees with the flexibility to take leave in addition to their entitlement of four weeks' annual leave.

#### Purchased Leave Entitlement

Employees may 'purchase' an additional 4 weeks leave during the designated 52 week period. The employee will be paid their base rate of pay during the additional four weeks' leave. Additional leave may only be purchased in weekly blocks. If an employee works on a part-time basis (e.g. 3 days), a "week" is based on their usual work arrangements.

## Examples of purchased leave arrangements

Working arrangement	No. of purchased weeks converted into annual leave	Standard annual leave	Total no. of weeks leave
48/52 weeks	4 weeks purchased leave	+ 4 weeks annual leave	8 weeks in total
49/52 weeks	3 weeks purchased leave		7 weeks in total
50/52 weeks	2 weeks purchased leave		6 weeks in total
51/52 weeks	1 week purchased leave		5 weeks in total

Purchased leave is calculated as a pre-tax deduction from each payment of salary to an employee as a percentage of an employee's annual remuneration. This prevents any impact on an employee's remuneration for the purpose of salary reviews, overtime and penalty calculations.

Superannuation will continue to be calculated based on an employee's annual remuneration; however company superannuation contributions will not be paid when the employee is taking a period of purchased leave.

### Applying for Purchased Leave

Applications for Purchased Leave are announced through the HUB by NBN Co.

There are two periods of application during the calendar year to assist NBN Co with business planning and are considered based on indicative leave periods and operational requirements during this time. If a purchased leave request cannot be granted for the time requested, then the manager will advise the employee in writing.

Purchased leave balances are valid for 12 months once an employee's application has been approved and processed by Payroll. The HR Support Centre will send a reminder email to employees before their purchased leave is due to expire.

### Taking Purchased Leave

Once purchased leave has been approved and processed by Payroll, an employee's leave balance will be credited with the purchased leave amount. An employee will be paid on the basis of their base rate of pay during any period of purchased leave.

Purchased leave must be taken during the approved 12 month period and cannot be accrued. Annual leave must be taken prior to using purchased leave, that is, **the annual leave balance must be at zero before any purchased leave balance may be used.**

Elections for purchased leave will be locked in as a salary sacrifice during the approved 12 month period. Where the balance of purchased leave is greater than zero at the point of expiry, the remainder will be paid back to the employee.

To take purchased leave, a leave request must be submitted in the approved format.

### Leaving NBN Co

Where an employee leaves NBN Co with a purchased leave agreement in place, the difference between purchased leave contributions and the amount of purchased leave taken will be factored into the final payment. For example, an employee whose employment ends 6 months after entering into a purchased leave agreement for an additional 4 weeks' leave who has taken two weeks of purchase leave will have funded 2 weeks' leave paid on the basis of the base rate of pay at the time of departure.

Please note that this may be a negative amount should the employee have taken more purchased leave than they have funded by their departure date.

### Defence Reserve Leave

Defence Reserve Leave is available to employees who are engaged on compulsory leave for Australian Defence Force (ADF) Reserve commitments.

### Defence Force Leave Entitlement

NBN Co will support Reservists by granting a minimum of two weeks (10 working days or 14 calendar days) Defence Reserve Leave each year for Reserve Service.

NBN Co may, from time to time, provide additional Defence Reserve Leave, on receipt of a special request from the Australian Defence Force, for attendance at a school, class or course of instruction conducted for the training of members of the Australian Defence Force or for deployment on an Australian Defence Force operation or exercise. NBN Co must not direct an employee to use leave entitlements, such as annual leave for the purposes of carrying out authorised defence force activities.

Any absence on Defence Reserve leave will not break the employee's continuity of service for the purposes of employment.

Leave and other entitlements continue to accrue during periods of Defence Reserve leave of less than six weeks.

### Taking Defence Reserve leave

An employee wanting to take Defence Reserve leave must inform their manager as far as practicable in advance.

Written notice detailing the period of absence or expected absence must be given to NBN Co.

A leave request must be submitted in the approved format.

### Payments for Defence Reserve Leave

NBN Co will pay the gap between the defence salary and the employee's salary for the approved period.

A certificate of attendance and details of pay received from the Australian Defence Force for the period of absence must be provided to NBN Co.

### Study and Examination Leave

### Study and Examination Leave Entitlement

See the Learning & Development policy for the current rules on when this leave can be taken.

### Taking Study and Examination Leave

Approval for study leave and examination leave should be obtained from an employee's manager at the commencement of the semester.

Leave requests must be submitted in the approved format giving as much notice as practicable.

### Other Leave Not Covered

NBN Co may, at its discretion, approve other types of leave on either a paid or unpaid basis.

A request for any type of leave not covered by this or related leave policies or the Workplace Representation policy must be made in writing to the employee's manager and

is subject to approval from the GM Rewards. Generally, other leave not covered by the various leave policies will not be approved.

## **Other Leave Roles & Responsibilities**

Managers are responsible for:

- ▶ managing requests for leave within the operational requirements of NBN Co
- ▶ planning and scheduling leave requirements in advance
- ▶ monitoring the use of leave in their area at least quarterly
- ▶ ensuring all necessary documentation is completed and that the leave is accurately recorded in NBN Co HR Systems
- ▶ undertaking appropriate counselling and disciplinary action when leave standards and requirements are not met(e.g. unauthorised absences)

Employees' are responsible for:

- ▶ their own attendance
- ▶ assisting their manager to plan and schedule leave requirements in advance
- ▶ providing adequate notice of planned leave
- ▶ ensuring all necessary documentation is completed and that the leave is accurately recorded in NBN Co HR Systems
- ▶ providing all certificates and documentation required to support their leave application
- ▶ seeking and obtaining approval for planned leave from their Manager

## **Further Information**

Further information on the process to apply for leave can be found on the HUB.

Please contact your Manager or the Human Resource Support Centre if you require additional information in relation to this policy