Personal/Carers and Compassionate 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.

This policy outlines the personal/carers and compassionate leave provisions that employees are entitled to during the course of employment with NBN Co. These leave entitlements meet statutory leave obligations under relevant industrial legislation.

Personal/carers and compassionate leave includes:
- paid sick leave
- paid carer's leave
- unpaid carer's leave
- paid compassionate leave
- unpaid compassionate leave

Purpose
The intent of this policy is to inform employees of their entitlements regarding personal/carers and compassionate leave.

Scope
All employees, other than casuals, are entitled to all forms of personal/carers and compassionate leave.

Casual employees are entitled to unpaid carer's leave and unpaid compassionate leave only.

Personal Leave does not apply to contractors or consultants.

Policy
Personal /Carers Leave
For employees covered by this policy the term “personal/carers leave” effectively covers both sick leave and carer's leave.

Paid sick leave can be taken when an employee is not fit for work because of a personal illness or personal injury.

Paid carer’s leave can be taken when an employee has a need to provide care or support to a member of their immediate family or household, because of a personal illness, injury or unexpected emergency affecting the member.

A member of the employee's immediate family means a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner.

Full-time employees are entitled to ten (10) days' paid leave for use as either sick or carer's leave each year.

Part time employees are entitled to pro rata leave based on the number of hours worked per week.
Unpaid Personal/Carer's Leave

An employee is entitled to two days of unpaid carer's leave (when paid carer's leave is exhausted) for each occasion when a member of the employee's immediate family or household requires care or support because of a personal illness, injury, or an unexpected emergency.

An employee may take unpaid carer’s leave for each occasion as a single continuous period of up to two days, or any separate periods to which NBN Co and the employee agree.

Casual employees are entitled to two days of unpaid carer's leave for each occasion when a member of the employee's immediate family or household requires care or support because of a personal illness, injury, or an unexpected emergency.

Compassionate Leave

Compassionate leave is granted when an employee needs to spend time with a member of their immediate family or household who has sustained a life threatening illness or injury. Compassionate leave may also be taken after the death of a member of an employee’s immediate family or household.

Compassionate Leave Entitlement

An employee is entitled to two (2) days of paid compassionate leave upon each eligible occasion. An employee may take compassionate leave for each occasion as:

- a single continuous two (2) day period
- two separate periods of one day each
- any separate periods to which NBN Co and the employee agree.

Unpaid Compassionate Leave Entitlement

Casual employees are entitled to unpaid compassionate leave.

Personal/Carers Leave Accrual

Personal / carers leave accrues progressively during a year of service according to the number of ordinary hours worked. There is no limit placed on the accumulation of personal/carers leave.

Compassionate leave does not accrue from year to year.

Public Holidays

If the period during which an employee takes paid personal/carer's leave includes a day or part-day that is a public holiday, the employee is taken not to be on paid personal/ carer’s leave on that public holiday.

Notification of Personal/Carer’s Leave and Compassionate Leave

When taking sick leave, an employee must make all reasonable efforts to inform NBN Co as soon as possible that they are unable to work.

NBN Co may request an employee to provide a medical certificate if they are absent on leave for two consecutive days or for four non-consecutive days during any given month. If it’s not practical to provide a medical certificate, NBN Co may request that an employee complete a statutory declaration stating the reason for their absence.

When taking carer’s or compassionate leave, an employee must make all reasonable efforts to inform NBN Co that they are unavailable to work.
NBN Co may request a medical certificate for the member of the immediate family or household that you are caring for, if your absence on leave is for two (2) days or more. Alternatively NBN Co may accept a statutory declaration from the employee stating the reason for the absence.

NBN Co may request evidence of the compassionate nature for which the employee is requiring leave.

On all occasions when taking personal leave a leave application must be completed and submitted for approval using the approved form. Further details on the leave application process can be found on the HUB.

**Payment for Personal/Carer’s and Compassionate Leave**

Paid personal/carer’s and compassionate leave is paid at an employee’s base rate of pay for their ordinary hours of work.

This does not include any separate entitlements, such as incentive-based payments, bonuses, loadings, monetary allowances, overtime, penalty rates or any other separately identifiable amounts.

Compassionate leave is not able to be cashed out.

**Leaving NBN Co**

Accrued personal/carers leave is not paid out to an employee when their employment with NBN Co ceases.

**Roles and Responsibilities**

Managers are responsible for:

- monitoring the use of personal leave in their area and providing support to employees where appropriate;
- ensuring all necessary documentation is completed and that the leave is accurately recorded in approved NBN Co HR Systems;
- undertaking appropriate counselling of employees when leave standards and requirements are not met (e.g. failure to comply with this policy when taking requiring leave);

Employees are responsible for:

- their own attendance;
- ensuring that all necessary documentation is completed and that leave is accurately recorded in approved NBN Co HR Systems;
- understanding their requirements under the policy;
- seeking and obtaining approval for personal 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.