

POLICY No:	37/95/100
POLICY TITLE:	SICK LEAVE POLICY
SECTION RESPONSIBLE:	CORPORATE SERVICES (HUMAN RESOURCES)
MINUTE NO:	859/1780/1948
REVIEW DATE:	30TH JUNE, 2011

OBJECTIVE:

This policy provides guidelines on how employees can accrue and take sick leave.

APPLICABILITY

This policy applies to all full time and part time employees engaged under the provisions of the Local Government (State) Award 2007.

POLICY STATEMENT

The Local Government (State) Award 2007 sets out the amount of sick leave an employee is entitled to, how sick leave accrues and the provisions under which sick leave is taken. This policy sets out specific procedures to follow in regard to the taking of sick leave.

PROCEDURES/ROLES

Employee Obligations

Employees, or their nominated representative, have the following responsibilities in regard to sick leave:

- To notify their immediate supervisor as soon as possible when they are absent due to illness or injury and to indicate how long they expect to be absent;
- To make formal application for sick leave as soon as possible and to provide the necessary evidence of illness or injury;
- At the request of the General Manager, or other appropriate officer, attend a doctor nominated by Council at Council's expense.

SICK LEAVE POLICY

Standards of proof of illness or injury

For the purposes of this policy, Council defines proof of illness as:

- A certificate from a registered medical practitioner or qualified health practitioner registered with the appropriate government authority which provides the date(s) of consultation, evidence of incapacity to undertake normal duties and period(s) of incapacity; or
- A Statutory Declaration duly signed by the employee declaring that the employee was unable to attend work and undertake normal duties due to illness or injury and specifying the date(s) of such absence.

Circumstances which require evidence of illness or injury

Clause 19A (i)(c) of the Award states:

"that proof of illness to justify payment shall be required after 3 separate periods of absence in each service year or where an absence exceeds 2 working days."

For the purposes of this policy, a 'period of absence' is defined as a period of ½ day of the employee's normal working hours, or 4 hours, whichever is the lesser. 'Service year' is defined as a 12 month period commencing on the employee's last anniversary of employment.

Approval of Applications

If the General Manager (or another appropriate officer) is not satisfied with the evidence of illness or injury, or in situations of extended sick leave or where frequent absences are indicated, the employee may be required to:

- Provide further evidence as is deemed necessary; or
- Attend a doctor nominated by Council, at Council's cost, to indicate the employee's inability to undertake their normal duties.

Sick Leave on Rostered Days Off

In accordance with the provisions of Council's Variable Working Hours Agreement, Sick Leave will not be approved in cases where an employee is sick or injured whilst on a Rostered Day Off. Employees are not required to attend for duty on their Rostered Day Off, and as such sick leave WILL NOT be paid in the event of an employee becoming ill on his/her Rostered Day Off. Where an employee becomes ill on his/her Rostered Day Off the situation will be treated no differently to an employee being ill on any other day where they are not required to attend for duty such as on a weekend or public holiday.

SICK LEAVE POLICY

Provision of Fraudulent or Misleading Information.

Any fraudulent, misleading or purposely untrue statutory declaration signed by an employee and presented as proof of illness under the terms of this policy will be treated as serious misconduct. Such a matter will be referred to the NSW Police for investigation and may result in the summary dismissal of the employee.

Scheduling Pre- Arranged Medical Appointments

Where possible, staff are encouraged to arrange non-urgent or routine medical appointments on a non work day such as an RDO. If however the required appointment can only be scheduled on a work day, staff are encouraged to attempt to have the appointment scheduled either at the beginning or end of their work day. In normal circumstances it would not be expected that this would require a full day off work.

Debiting Annual Leave Until Proof of Illness is Provided

In situations where an employee has applied for Sick Leave but has not provided proof of illness as required under the provisions of this policy, the sick leave claim will not be paid, and the employee will need to rely on other leave reserves such as Annual Leave to make up the period of leave until such a time as the required proof of illness is provided.

Variation

Council reserves the right to review, vary or revoke this policy.

POLICY DOCUMENT CONTROL

Sick Leave Policy	First Adopted	20 Dec 2006 Min 859
Sick Leave Policy	Revised	18 Feb 2009 Min 1780
Sick Leave Policy	Revised	15 Jul 2009 Min 1948