

## **Purpose**

The purpose of this Policy is to outline in what circumstances employees may request leave without pay.

## **Scope**

This Policy applies to employees of Council. It does not form part of any employee's contract of employment.

## **Definitions**

## **Policy Content**

Council recognises that circumstances sometimes arise where an employee needs to take leave from work but has insufficient accrued leave entitlements to do so. Examples include but are not limited to, non-work related illness, caring for family members or relatives for an extended period of time, travel, study, undertaking volunteer work or moving house.

Leave without pay may be available where no paid leave is otherwise available. The granting of this leave is at the discretion of Council. Only employees who have no entitlements to paid leave for the period of their proposed absence may apply for leave without pay. The period of approved leave without pay is at Council's absolute discretion and the leave can be cancelled at any time by the Council for operational reasons.

Employees who are granted a period of leave without pay shall take that leave at a time mutually convenient to Council and the employee. Such leave without pay shall not be regarded as service for the purpose of accrual of long service leave, sick leave, annual leave or an employee's entitlement to parental leave make up pay. However, such periods of leave without pay shall not constitute a break in the employee's continuity of service.

An employee shall not be entitled to any payment for public holidays if they are absent on approved leave without pay.

Council will not make superannuation contribution payments on an employee's behalf during any period of leave without pay. Employees should review any insurance cover arrangements to check what arrangements apply during a period of leave without pay.

All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period. If an employee does not intend to resume duties on that day or at all, they should notify the General Manager in writing at least four (4) weeks before the expiration date. A failure to make appropriate arrangements with the Council before the expiration date of the leave may result in an employee's employment ending due to abandonment.

## **Application For Leave**

To apply for leave without pay, employees should submit a request to the General Manager using the Leave Application Form.

If leave is approved, employees may be required to comply with the certain work-related requirements during that period of leave, for example, attendance at work-related training courses or conferences and not accepting other employment during that period.

## Contact Details

Any employee who is granted leave without pay is required to provide Council with up to date contact details prior to the commencement of leave and during the period of leave if the employee's contact details change.

## Links to Policy

## Links to Procedures

## References

## Responsibility

Director Corporate & Community Services

## Relevant Legislation

Local Government State Award 2010

## Associated Records

## Document Control

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