



## PERSONAL/CARER'S & COMPASSIONATE LEAVE POLICY

### 1 Personal/Carers Leave

Personal/carer's leave is an entitlement under all Modern Awards. You are entitled to 10 days of paid personal/carer's leave for each year of service which accrues progressively according to the employee's ordinary hours of work. This leave accumulates from year to year.

An employee may take paid personal/carer's leave if the leave is taken:-

- (a) Because the employee is not fit for work because of a personal illness, or personal injury, affecting the employee; or
- (b) To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
  - i. A personal illness, or personal injury, affecting the member; or
  - ii. An unexpected emergency affecting the member.

CCGT's policy is that employees, including CCGT apprentices and trainees, are entitled to receive paid personal/carer's leave for two individual days in a calendar year without producing a medical certificate to validate the absence. If the personal/carer's leave days are consecutive or adjacent to a public holiday or weekend, the employee will need to supply a Medical Certificate to validate the absence.

Medical Certificates are required to be forwarded to CCGT with a completed Leave Application Form as soon as possible and must be approved by Senior Management (for internal staff members) or an authorised Host Employer representative (for CCGT apprentices or trainees) before payment of the personal/carer's leave will be approved.

If an employee is required to attend a medical appointment during working hours, they must provide notice to CCGT Senior Management (for internal staff members) or an authorised Host Employer Representative (for CCGT apprentices and trainees) for approval in advance.

Personal/Carer's leave entitlements will not be paid out at the completion of your employment with CCGT.

### 2 Compassionate Leave

An employee is entitled to 2 days of compassionate leave for each occasion when a member of the employee's immediate family or a member of the employee's household:

- (a) Contracts or develops a personal illness that poses a serious threat to his or her life; or
- (b) Sustains a personal injury that poses a serious threat to his or her life; or
- (c) Dies.

An employee may take compassionate leave to spend time with the member of the employee's immediate family or household who has contracted or developed the personal





illness or injury or following the death of the member of the employee's immediate family or household. The compassionate leave can be taken consecutively or as 2 individual days.

Compassionate leave entitlements will not be paid out at the completion of your employment with CCGT.

**3 Reporting Requirements for CCGT Internal Staff Members**

Should a CCGT internal staff member wish to take personal/carer's or compassionate leave, they must contact Senior Management on their mobile phone before their rostered start time or as soon as practicable thereafter.

Failure to supply a Medical Certificate may result in non-payment of the leave at the discretion of Senior Management.

**4 Reporting Requirements for CCGT Apprentices & Trainees**

Should an apprentice or trainee be unable to attend work, they must advise their host employer by their rostered starting time where practicable. They must also advise their Registered Training Organisation if they are sick on a day when they would normally attend training.

CCGT apprentices and trainees are required to notify the CCGT office between 8.30 am and 9.00 am on the day of their absence. They will receive a personal leave registration number, which is to be recorded on their timesheet.

Endorsed by the Board of Directors on .....

11/04/2017

CCGT Chairman

CCGT Senior Manager

