

Leave Policy

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1.1 All Altaira employees are entitled to accrue and take leave in accordance with the relevant State legislation and National Employment Standards (NES). Unless specified otherwise, employees referred to in this policy mean permanent fulltime or part-time employees and excludes casual / temporary employees.

1.2 Altaira encourages employees to take full advantage of the positive benefits of leave and where practicable, employees should take leave as it becomes due in accordance with the entitlements outlined under each type of leave below. In addition, Altaira is committed to helping their employees achieve a healthy work-life balance and supporting the physical and mental well-being of its employees.

1.3 All leave entitlements for part-time employees will accrue on a pro rata basis, in accordance with their hours worked.

1.4 Eligible employees who have successfully completed their probation period (as referenced in their employment agreements), will generally be entitled to take leave in accordance with their accrued entitlement (i.e. prior to twelve months' service), subject to adherence with Altaira Leave Policy.

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1.5 Leave may be taken as soon as it is accumulated, however, the amount of leave granted will not exceed the pro-rata entitlement of the employee at the time the leave is taken.

1.6 The Director will consider Altaira overall business needs and workload priorities and ensure the continued delivery of high-quality service to clients, prior to approving any leave request.

1.7 It is mandatory for all employees to record their leave absences from work by completing a Leave Application form.

1.8 Applications for leave in advance of entitlements and/or leave without pay must be approved by the Director.

1.9 Leave must be approved in advance, except when the employee cannot anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file.

1. Policy

This policy details employees' entitlements and obligations in relation to all types of leave.

2. Annual Leave

2.1 Entitlement

2.1.1 In accordance with the Fair Work Act, employees are entitled to 20 days paid annual leave for each completed year of service, pro rata for part-time employees. Annual leave counts towards continuous service (used when calculating long service leave).

2.1.2 Nursing employees are entitled to a minimum of 25 days, or pro rata.

2.2 Notice Period Requirements

To allow for effective rostering and ensure continuity of service, the following minimum notice periods apply:

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2.2.1 For Annual Leave of three (3) consecutive days or more:

A minimum of four (4) weeks' written notice is required prior to the requested start date of leave.

2.2.2 For Annual Leave of less than three (3) consecutive days:

A minimum of two (2) weeks' written notice is generally required. However, shorter notice may be considered at the discretion of the manager, subject to operational feasibility.

2.3 Acknowledgement and Approval

2.3.1 Managers will acknowledge receipt of the annual leave request promptly.

2.3.2 All annual leave requests are subject to approval by the employee's manager, considering business needs, staffing levels, and any peak operational periods.

2.3.3 Employees should not make any travel or personal commitments based on anticipated leave until formal approval has been received.

2.4 Short-Notice Annual Leave Requests

2.4.1 Unapproved Short Notice

Any request for annual leave submitted with less than twelve (12) hours' notice prior to the requested commencement of leave will not be approved as paid annual leave.

2.4.2 Consequence if Unapproved Short Notice

In instances where leave is taken without the required notice and prior approval, the absence will be recorded as **Leave Without Pay (LWOP)**. This means the employee will not receive their ordinary remuneration for the period of absence, and the period may not count as service for the accrual of other leave entitlements.

Unauthorised absences may also be subject to [Your Company Name]'s disciplinary policy.

2.5 Close Down

Employees are expected to take accrued annual leave for business close down periods. If insufficient leave is accrued, Altaira may direct an employee to take annual leave in advance or unpaid leave.

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2.6 Excessive Leave Accruals

2.6.1 Annual Leave accrues from one year to the next; however, it is Altaira policy to discourage accumulation of more than one year's entitlement. Altaira will confer with employees in this situation but if no agreement is reached, Altaira may direct the employee to take a portion of their annual leave, in which case at least eight (8) weeks' notice will be provided to the employee.

Such a direction will not require the employee to take less than one (1) week.

2.6.2 An employee may make a written request to take a period of excessive annual leave provided that the request:

- will not be for a period less than one (1) week
- gives at least eight (8) weeks' notice to the employer
- is consistent with any other leave arrangement agreed by the employer with the employee and other employees who may be impacted.

2.7 Cashing out annual leave

2.7.1 Altaira employees may request a payout of their annual leave in accordance with the following criteria:

2.7.2 The employee must retain an entitlement to at least four weeks paid annual leave (pro-rated for part-time employees);

2.7.3 The employee must provide written request on each occasion;

2.7.4 All annual leave cash out requests are subject to approval by the Director.

2.8 Manager's Discretion

While this policy sets out general guidelines, managers retain the discretion to approve or deny leave requests based on the specific operational circumstances of the business. This discretion will always be exercised reasonably and consistently.

3. Personal (sick and carer's) leave

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3.1 Personal leave effectively covers both personal (sick) leave and carer’s leave. All employees (excluding casuals) are entitled to ten days (in accordance with the relevant NES) paid personal/carer’s leave per year. This leave accrues progressively during each year of the employees’ service according to the number of ordinary hours worked and accumulates from year to year.

3.2 An eligible employee may take paid personal/carer’s leave:

- if they are unfit for work because of their own personal illness or injury (including pregnancy-related illness), or
- to provide care or support to a member of their immediate family or household because of a personal illness, injury or emergency affecting the member.

3.3 Definition of the Term “Immediate Family or Household” Relating to personal/carer’s leave:

- The employee’s spouse including a de facto spouse. A de facto spouse means a person who lives with the employee as their husband or wife on a bona fide domestic basis – this includes same sex relationships; and
- The employee’s (or spouse of the employee) child or an adult child (including an adopted child, a stepchild or an ex- nuptial child), parent, grandparent, grandchild or sibling of the employee.

An employee seeking to access this leave for any other “significant relationship” should direct their request to the Director.

3.4 All applications for unpaid leave must be submitted in writing and referred to the Director.

3.5 All unused personal leave entitlement accumulates from year to year and is not payable when an employee leaves Altaira employ.

3.6 When an employee is unwell

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An employee who is unable to attend work because of personal illness or injury is required to notify the Director via a phone call regarding their absence as soon as practicable (preferably at least one (1) hour before their shift start time) on the day of commencement of the absence. *Text or email notifications are not appropriate.* The employee is also required to advise the likely duration of their absence.

3.7 Proof of Illness

- A medical certificate from a registered medical practitioner needs to be provided when an employee is absent from work on sick leave for more than one (1) calendar day.
- Where an employee is absent from the workplace due to an extended period of sick leave, medical certificates must be provided on a regular basis (e.g. fortnightly), during the employee's absence.

3.8 Proof of illness of immediate family

- Where an employee is absent on carer's leave for more than one (1) calendar day, they are required to provide a medical certificate (to Altaira satisfaction) from the medical practitioner treating the person receiving care which states the name of the person, the relationship of the employee to that person and confirming that person's need for care.
- Medical certificate(s) must be submitted to Altaira on the first day the employee returns to work following their sick or carer's leave absence.
- Where an employee is absent from the workplace due to an extended period of carer's leave, medical certificates must be provided on a regular basis, during the employee's absence.

3.9 Single Day Absences

At any time, Altaira may require an employee to provide a medical certificate from a registered medical practitioner for single day absences for sick or carer's leave.

4. Compassionate Leave

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4.1 Employees are entitled to two days paid compassionate leave:

- • for the purpose of spending time with a member of their immediate family or household who has contracted an illness or sustained an injury that poses a serious threat to that person’s life;
- • after the death of a member of their immediate family or household*;
- • a baby in their immediate family or household* is stillborn;
- • they have a miscarriage; or
- • their current spouse or de facto partner has a miscarriage

**With regards to compassionate leave, Altaira also recognises that the interpretation of the term 'immediate family or household member', as previously defined, may vary and therefore employees may submit special requests for compassionate leave to the Director.*

4.2 An employee may take compassionate leave for each occasion as:

- • a single continuous two-day period;
- • two separate periods of one day each; or
- • any separate periods to which the employee and Altaira mutually agree.

4.3 Payment in respect of compassionate leave:

Is to be made when the employee otherwise should have been at work and is not granted when an employee would have been on a day off, annual leave, personal leave, long service leave, workers compensation, leave without pay or on a public holiday.

4.4 Additional unpaid leave maybe granted at Altaira discretion.

4.5 Compassionate leave does not accumulate.

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4.6 Casual employees are entitled to two days unpaid compassionate leave for each occasion, with the same conditions as above.

5. Long service leave

5.1 Long Service Leave (LSL) is governed by specific State legislation. In South Australia, the relevant Act is the Long Service Leave Act 1987 (SA) [the “Act”].

5.2 The Act provides employees with an entitlement of 13 weeks of long service leave, upon completion of ten years’ continuous service.

5.3 Taking long service leave:

LSL should be taken in one continuous period as soon as practicable and within two years of the entitlement becoming due, having regard to Altaira business requirements. Subject to approval from the Director, leave may be taken in up to three separate periods.

Applications for LSL should be submitted with at least twelve weeks’ notice.

5.4 Payment of long service leave:

LSL is paid in accordance with the employee’s actual pay rate at the time of taking leave. This is the total amount an employee would have been paid if they were performing their regular hours of work, excluding overtime, penalty rates or allowances.

5.5 Cashing out long service leave

LSL may be cashed out in accordance with the Act. If an eligible employee wants to apply for the cash-out of LSL, they are required to submit a written request to the Director.

5.6 Outside employment during long service leave

In accordance with the Act, employees whilst on long service leave are prohibited from undertaking any other employment. Penalties (of up to \$1,000) apply to employees who breach the Act. Altaira employees may also be subject disciplinary action.

6. Parental Leave

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Altaira acknowledges the importance of supporting employees with parental responsibilities. In the context of this policy, parental leave is the collective term encompassing maternity, paternity and adoption leave.

6.1 Eligibility

Full-time, part-time and eligible casual employees, who have completed 12 months' continuous service with Altaira (at the time their leave is to commence), are entitled to unpaid parental leave.

Eligible casual employees are those who:

- have been engaged with Altaira on a regular and systematic basis for at least 12 months; and
- but for the expected birth or placement of a child, would have a reasonable expectation of continuing engagement by Altaira on a regular and systematic basis.

6.2 Responsibilities

6.2.1 At least ten weeks before the first date of leave, the employee must provide Altaira with:

- a medical certificate from a registered medical practitioner confirming the employee's or the employee's spouse's* pregnancy and the expected due date; and
- a Leave Application form stating the intended commencement and end leave dates, including periods of annual or long service leave sought by the employee, confirming that they will be the child's primary caregiver for the duration of the parental leave period for which they have applied.

6.2.2 In the case of adoption, in addition to the completed Parental Leave Application form, a statement from the adoption agency outlining the expected date of placement, is required.

** Spouse includes a de facto spouse. A de facto spouse means a person who lives with the employee as their husband or wife on a bona fide domestic basis – this includes same sex relationships.*

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6.2.3 Four weeks before commencing leave, the employee is required to confirm the intended start and end leave dates relating to their parental leave absence.

6.2.4 Annual leave may be taken by spouses to attend the birth of their child, provide care for siblings etc. Personal (sick/carer's leave) is not available for these absences.

6.3 Parental Leave Entitlements

6.3.1 Taking Leave

Parental leave may be taken in a single continuous period, or flexibly as below:

- a combination of working days and parental leave days
or
- a combination of both e.g. a single continuous period followed by a period of a combination of working days and parental leave days.

An employee can take up to 100 days of their unpaid parental leave flexibly at any time within 24 months of a child's birth or adoption.

Paid leave, such as annual leave may be taken during this absence, however, the total parental leave absence, including unpaid leave, annual or long service leave, cannot exceed a total of 52 weeks.

6.3.2 Safe Job Transfer

If an eligible pregnant employee provides a medical certificate stating that they are fit to work, however, it is inadvisable for them to continue in their substantive position due to:

- illness or risks arising out of the pregnancy; or
- hazards associated with the role

they are entitled to be transferred to a safe job for up to six weeks prior to the expected date of delivery. If transferring the employee to a safe job is not reasonably possible (i.e. there is no appropriate safe job available), the employee is entitled to take paid "no safe job leave" leave for the period during which they are unable to continue in their present position (as stated in the medical certificate). Altaira

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will pay the employee at their full rate of pay for the position they were in before the transfer, for the hours they work in the risk period, up to six weeks prior to the expected date of delivery.

“No safe job leave” ends six weeks prior to the expected date of delivery when the period of parental leave commences.

6.3.3 Continuity of Service

Parental leave absences do not break an employee’s continuity of service, but any period of unpaid leave will not be counted as service for the purposes of calculating leave entitlements.

6.3.4 Leave Accruals

Annual leave, personal leave and long service leave accruals are suspended during periods of unpaid parental leave.

6.4 Stillbirth or Infant Death

6.4.1 In the case of a stillbirth or an infant death during the first 24 months of life, an employee is still entitled to take up to 12 months unpaid parental leave.

6.4.2 Altaira cannot make an employee return to work, or cancel any upcoming planned leave, after a stillbirth or an infant death.

6.4.3 An employee can take unpaid parental leave even if they have not previously given notice to Altaira , as long as they notify Altaira as soon as practicable.

6.4.4 If the employee chooses to return to work, they can reduce or cancel their planned parental leave if their pregnancy ends due to stillbirth or infant death.

6.4.5 If the unpaid parental leave has not started, the employee can cancel the leave with written notice.

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6.4.6 If the leave has started, the employee must give Altaira at least 4 weeks written notice cancelling the leave and providing a return to work date which must be at least 4 weeks after Altaira receives the notice.

6.5 Flexible Parental Leave

6.5.1 An employee can take up to 100 days (6 weeks) of their unpaid parental leave flexibly at any time within 24 months of a child's birth or adoption, including after the employee has returned to work from their first period of parental leave.

6.5.2 An employee's entitlement to unpaid parental leave, except for flexible unpaid parental leave, will end on the first day that the employee takes flexible unpaid parental leave. Once an employee takes flexible unpaid parental leave, they cannot later take a period of continuous unpaid parental leave.

6.5.3 This means that if an employee is planning to take a period of continuous unpaid parental leave they should do so before they take any flexible unpaid parental leave.

6.5.4 Flexible unpaid parental leave can be taken as:

- a single continuous period of 1 day or longer
- separate periods of 1 day or longer each.

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6.5.5 An employee can take flexible unpaid parental leave on the same day their partner is on continuous unpaid parental leave. The 2 employees can only take a total of up to 8 weeks of unpaid parental leave at the same time.

6.5.6 Notice requirements for flexible parental leave

An employee must give Altaira notice they wish to take flexible unpaid parental leave:

- at the same time they give notice of their continuous parental leave, or
- at least 10 weeks before the start of their flexible parental leave.

Notice can also be provided later with the agreement of Altaira

6.5.7 The employee must tell Altaira the total number of days of flexible parental leave they intend to take; the maximum being 100 days.

6.6 Keeping in touch days

6.6.1 A keeping in touch day is when an employee performs work for Altaira on a day or part of a day while on a period of approved parental leave.

6.6.2 An employee receives their normal pay and accumulates leave entitlements for each keeping in touch day (or part day) worked.

6.6.3 It is not obligatory for an employee to use keeping in touch days.

6.6.4 An employee on unpaid parental leave is entitled to 10 keeping in touch days. If the employee extends their period of unpaid parental leave beyond 12 months, they can access an additional 10 days.

6.6.5 Keeping in touch days can be worked:

- as a part day
- 1 day at a time
- a few days at a time, or

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- all at once.

6.6.6 If an employee request, a keeping in touch day cannot be worked earlier than 14 days after the date of birth or placement of the child.

6.6.7 Keeping in touch days can occur at least 42 days after the date of birth or adoption of the child or earlier if the employee requests it.

6.6.8 Altaira and the employee must agree on the keeping in touch days (or part day) to be worked.

6.7 Unpaid Pre-Adoption Leave

6.7.1 All employees (regardless of how long they've worked for the employer) are entitled to up to 2 days of unpaid pre-adoption leave to attend any interviews or examinations required to adopt.

6.7.2 This leave can be taken as:

- a single continuous period of up to 2 days, or
- any separate periods to which the employee and employer agree.

6.7.3 If an employee has other leave available, such as annual leave, Altaira may require that this leave be used before taking unpaid pre-adoption leave.

6.7.4 An employee must give Altaira notice they are taking unpaid pre-adoption leave as soon as possible (which may be after the leave has started). They need to tell Altaira the expected duration of the leave and, upon request by Altaira , provide evidence that would satisfy a reasonable person.

6.8 Australian Government Paid Parental Leave Scheme

6.8.1 Subject to the Australian Government's eligibility criteria, Altaira employees may be entitled to apply for up to 18 weeks paid parental leave benefits.

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6.8.2 These payments do not affect or replace employees' unpaid parental leave entitlements.

6.8.3 Employees are responsible for assessing their eligibility and submitting a claim. Further details regarding the scheme are available from:

https://www.humanservices.gov.au/individuals/services/centrelink/parental-leave-pay?utm_id=10

6.9 Dad and Partner Pay

6.9.1 Eligible working dads and partners (including same-sex partners) are entitled to two weeks leave paid at the national minimum wage.

6.9.2 Employees are responsible for assessing their eligibility and submitting a claim. Further details regarding this payment are available from:

<https://www.humanservices.gov.au/individuals/enablers/eligibility-dad-and-partner-pay>

6.10 Extending or Reducing Periods of Parental Leave

6.10.1 An employee on parental leave may request an extension of parental leave for a further period of up to 12 months immediately following the end of their current parental leave period. An employee cannot extend their parental leave beyond a total of 24 months after the date of the child being born/placed with the employee.

6.10.2 Any request to extend parental leave must be submitted in writing to Altaira at least twelve weeks prior to the employees' original return to work date.

6.10.3 Altaira will provide the employee with a written response to their request within 21 days of the request being made. Altaira may only refuse requests for extensions of parental leave on reasonable business grounds and when this occurs the reason for the refusal will be stated in Altaira written response.

6.10.4 An employee may request a reduction of their period of unpaid parental leave. Altaira will consider any request for an early return to work, considering whether the business can accommodate an earlier return to work having regard to any contractual arrangements with relief employees, other arrangements made to alleviate the employee's absence and any other relevant matters appropriate in the circumstance.

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6.10.5 If an employee's request to return to work early is approved, the employee's period of unpaid parental/adoption leave will finish once they re-commence work and they will forfeit any residual entitlement to unpaid parental/adoption leave remaining in the unpaid leave entitlement.

6.11 Special Parental Leave

A pregnant employee may take special unpaid maternity leave for a pregnancy related illness, if her pregnancy ends after at least 12 weeks due to a miscarriage or termination, or in the event of a stillbirth. Should this occur, the employee is entitled to take special unpaid maternity leave for the period stated in a medical certificate provided to Altaira .

6.12 Flexible Working Arrangements (FWA)

6.12.1 Prior to birth or adoption, an employee may reduce their hours of work by mutual agreement with Altaira , out of necessity or desire.

6.12.2 Following a birth or adoption, an employee who is a parent, or has a responsibility for the care of a child under school age or of a child under 18 with a disability, may submit a request to Altaira to change their working arrangements for the purpose of assisting them to care for their child. Examples of changes in working arrangements include changes in hours of work, changes in patterns of work and changes in location of work.

6.12.3 Any request for a flexible work arrangement (FWA) is subject to the above eligibility criteria and must be submitted in writing to Altaira at least twelve weeks prior to the requested commencement date of the FWA.

The application must clearly outline the details of the FWA and the reasons for the change.

6.12.4 Altaira will provide the employee with a written response to their request within 21 days of the request being made. Altaira may only refuse FWA requests on reasonable business grounds and when this occurs the reason for the refusal will be stated in Altaira written response.

6.12.5 Prior to the commencement of an FWA, Altaira and the employee will agree the following in writing:

- • Number of working hours and days to be worked

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- Specific hours of work
- Employment status
- Duration of the FWA

6.13 Returning from Parental Leave

6.13.1 Upon returning to work from parental leave, the employee must be returned to the position they held prior to commencing leave or, where that position no longer exists, to an available position comparable in pay and status.

6.13.2 If an employee's request to return to work early is approved, the employee's period of unpaid parental/adoption leave will finish once they re-commence work and they will forfeit any residual entitlement to unpaid parental/adoption leave remaining in the unpaid leave entitlement.

7. Family & Domestic Violence Leave

7.1 Family and domestic violence means violent, threatening or other abusive behaviour by an employee's close relative, a current or former intimate partner, or a member of their household that both:

- seeks to coerce or control the employee
- causes them harm or fear.

7.2 A close relative is an employee's:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling
- an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

7.3 Fulltime, part-time and casual employees dealing with the impact of family and domestic violence can take up to 10 days paid leave for each 12-month period. It is not pro-rated for part-time or casual employees.

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- 7.4 This new entitlement replaces the existing entitlement to 5 days of unpaid family and domestic violence leave under the National Employment Standards (NES) and the NES will change to the new entitlement as from 1 February 2023.
- 7.5 The ten days renews each 12 months but does not accumulate from year to year if it is not used.
- 7.6 Employees who are already employed when the paid leave entitlement starts on 1 February 2023 can access the full 10 days from that start date. The leave then renews on the anniversary of when the employee started working for Altaira (not on the anniversary of the start date).
- Employees who start on or after 1 February 2023 can access the full 10 days from their first day. The leave will renew on their work anniversary.
- 7.7 **Payment for leave**
- Full-time and part-time employees can take paid family and domestic violence leave at their full pay rate for the hours they would have worked if they were not on leave.
 - Casual employees will be paid at their full pay rate for the hours they were rostered to work in the period they took leave.
- 7.8 Employees can take the leave if they need to do something to deal with the impact of family and domestic violence and its impractical to do so outside ordinary hours.
- For example, this could include (but is not limited to):
- making arrangements for their safety, or safety of a family member (Including relocation)
 - attending court hearings, or
 - accessing police services.
- This leave does not have to be taken all at once and can be taken as single or multiple days.*
- 7.9 Altaira Nursing Services and the employee can also agree for the employee to take less than one day at a time or take more than ~~five~~ ten days.
- 7.10 Under the Fair Work Act, employees experiencing violence from a family member or who are caring for a household member or immediate family member who is experiencing violence from the member’s family, have a right to request flexible working arrangements.
- Your attention is drawn to 6.12 in the Leave Policy, which deals with applications for Flexible Working Arrangements.
- 7.11 Employees are reminded that they can also access Altaira Nursing Services Employee Assistance Program (EAP).
- 7.12 **Confidentiality**
- Altaira Nursing Services is very conscious of an employee’s situation when they apply for FDV leave. If information is mishandled, it could have adverse consequences for the employee including serious injury or harm. Altaira will treat all information with the utmost sensitivity and

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confidentiality. This includes information about the employee taking FDV leave, including leave records as well as any evidence provided by the employee.

8. Public Holidays

Permanent full-time and part-time employees are entitled to paid public holidays as gazetted in the State or Territory in which they are based, and in accordance with Fair Work Act.

8.1 An employee is not entitled to payment if they do not have ordinary hours of work rostered on the day the public holiday occurs. For example, a part-time employee is not entitled to payment if their part-time hours do not include the day of the week on which the public holiday falls.

8.2 In the event an employee is required to work on a nominated public holiday, Altaira and the employees affected may agree to substitute another day off for the public holiday.

9. Community Service Leave

9.1 In accordance with Fair Work Act, employees are entitled to be absent from work for the purpose of performing eligible community service activities such as voluntary emergency management activities:

An employee engages in a voluntary emergency management activity only if:

- The employee engages in an activity that involves dealing with an emergency or natural disaster;
- The employee engages in the activity on a voluntary basis;
- The employee is a member of, or has a member-like association with, a recognised emergency management body and/or;
- The employee was requested by or on behalf of the body to engage in the activity.

9.2 Community service leave is unpaid leave.

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9.3 Notice and evidence

An employee's absence from their employment is not covered by community service leave unless the employee complies with the notice and evidence requirements under the Fair Work Act.

10. Jury Service

10.1 Summons to Serve

Employees summoned for jury service:

- • are obligated to appear unless an exemption is obtained from the Court; and
- • must notify the Director as soon as possible of the date(s) they are required to attend.

Note: Altaira maintains the right to request that employees apply to the relevant Court Authority requesting deferral of their jury service if the employee's absence will cause undue disruption in the workplace.

10.2 Employees are required to provide proof of attendance.

10.3 Payment for Jury Duty

- • Pursuant to the Juries Act 1927, full-time and part-time employees will receive make up pay for the difference between any jury duty payment the employee receives (excluding any expense-related allowances) from the court and their base pay rate for the ordinary hours they would have worked.
- • Altaira requires the employee to provide evidence such as the total amount of jury service pay that has been paid, or is payable, to the employee for the period to ensure the appropriate salary calculation can be processed.
- • If the employee is excused from jury duty or service for one or more regularly scheduled workdays because of court adjournment or other reason, the employee is expected to report for work and resume regular duties.

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- Where an employee is called for jury duty or witness service during their annual leave, the time spent in service will not be debited from the employee's annual leave accrual.

10.4 Continuity of service will be maintained during any period of jury duty.

11. Other Leave/Leave Without Pay

11.1 Applications for any other leave or leave without pay (LWOP) must be submitted in writing and are subject to the Director's approval.

11.2 Each application will be considered on its own merits and approval is not automatic. In the event other leave or LWOP is granted, all other accrued leave entitlement must be exhausted prior to the commencement of any unpaid absence.

12. Time off in Lieu (TOIL)

12.1 Altaira will grant time in lieu to an employee who is required to work outside their normal hours. Time worked towards time in lieu must be approved in advance unless exceptional circumstances exist; in which case management will consider granting approval after the time is worked.

12.2 Approved TOIL will accrue on an hour for hour basis; that is, for each hour worked, one hour TOIL will accrue.

12.3 The minimum amount of TOIL that will be approved is 15 minutes.

12.4 Time in lieu will be added to the employee's annual leave. Altaira will record time-in-lieu credits and debits. Generally, employee should take time in lieu in the same financial year within which they accrue it. A manager must approve time-in-lieu leave.

12.5 An employee cannot accrue more than 38 hours of TOIL.

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