



Pay, Bonuses and Leave Entitlements Policy and Guidelines

Current Version

Service Area	Disability, Aged, Community	Version	1.2
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Modification History

Version	Date	Author	Approved by	Description of change
1.0	5/2018	Natashia Telfer	Employsure	Broaden coverage across community
1.1	1/2023	Natashia Telfer	CEO	New DV entitlements
1.2	5/2023	Natashia Telfer	CEO	New Brevity & Xero Me requirements

In conjunction with:

- **Xero Me**
- **Brevity App Onboarding**
- **Vehicle and Transportation Policy and Framework**
- [Quality Assurance Reimbursement Checks.xlsx](#)
- [Reimbursement Claims & Evidence](#)

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Pays & Pay Records

Remuneration

National's pay period is Monday through 2 weeks to Sunday (fortnightly). Each new fortnight, National will provide the employee with an email on Monday with a link to review their payslip for the concluded pay period. This payslip is available through your employee portal.

All employees are to review their payslip and if any amendments are required, these are to be relayed to National within the same day for correction and reissuing. Noting failure to submit roster reimbursements or KMs by the required Sunday 6pm is not inclusive within the 24-hour review period. (See *Conditions of Employment Policy* and *Claiming Kilometre Reimbursement Procedure, Reimbursement Policy*)

National will pay wages into the bank account nominated and verified by the employee according to the Payment Arrangement specified in the Schedule. Please note, pay day is THURSDAY.

The employee is responsible for ensuring all details provided to National are accurate. Employee has capacity through employee login to review, change and nominate bank accounts employee wishes wages to be paid into. National accepts no responsibility for any error in those details and requires written notification when an Employee chooses to may account changes. All National teams can direct notifications to info@nationalcommunitycare.com.au

Bonuses

Employees may be eligible for a bonus. National currently pays three types of bonuses, at their discretion. This includes:

Referral bonus: Paid to an existing employee who has referred a new, experienced, qualified employee and the new employee has adhered to National's policies and worked for National for a minimum of 6 months.

Loyalty bonus: Paid to an employee at the discretion of National to those individuals who display unwavering loyalty to National. This includes maintaining up to date availability, attending team meetings, providing productive feedback, being an exemplary team player and contributes to the greater outcomes of Team National. All employees can become eligible for Loyalty bonuses after 12 months of consistent and reliable employment, with a minimum of 12 months between eligibility of bonuses. Noting this bonus is not an 'anniversary bonus' and is rewarded for loyalty.

Training/skills bonus: Paid to an existing employee who undertakes skills assessment for new employees or provides training to new employees.

Birthday bonus: Those who work on their actual birthdays will receive a birthday bonus.

Bonuses are generally issued at the next upcoming scheduled team meeting and employee is required to attend to receive the bonus. Unless in the event the employee was on shift, non-attendance to meeting will void eligibility of said bonus.

Payment and eligibility for a bonus remains at the discretion of National and depends on environmental circumstances and future forecasts and profitability of National.

Tax File Numbers

National will deduct taxes prior to payment in line with the information each employee includes in the Tax Declaration Form prior to commencing work with National.



Unless National receives the employee Tax File Number within 28 days from the start date, tax at the highest tax rate may be deducted from the employee's salary.

Personnel Files

Employee personal information will only be collected

- As is necessary for function of employment with National.
- By lawful and fair means, and not in an unreasonably intrusive way.
- On collecting information, the individual giving the information must be made aware of who is collecting the information, for what purpose, consequences if the information is not provided and to whom the information may be disclosed.
- Personal information will be gathered only from the person the information relates to.

In line with the Privacy Act 1988, National maintains all employee records and treats the handling of your personal information very seriously.

National may collect and maintain the following records for each employee:

- full name, date of birth, address of the employee and personal and emergency contact details;
- the date of commencement of employment;
- termination of the employment of the employee;
- terms and conditions of the employment of the employee;
- employee's performance and conduct;
- employee's hours of work, salary or wages;
- employee's member of professional or trade association;
- employee's trade union membership;
- employee's recreation, long service, sick, personal, maternity, paternity or other leave;
- employee's professional Registration records; and
- employee's taxation, banking or superannuation affairs.

It is the employee's responsibility to notify National of any changes in the personal information listed above. Employees have the ability to access and manage their employment details through their employee login. We do ask, any changes in relation to numbers including contact number, superfund and/or bank account details are provided in writing to admin@nationalhealthcare.com.au so we can ensure appropriate changes have been made across our systems and processes.

National will not release employee information to third parties unless the recipient has a business reason to know and/or at the permission of the employee to disclose information (such as rental reference with notice provided to National). National will take all reasonable steps to keep personnel files confidential to the extent permitted by law.

Updating Mandatory Requirements

It is the responsibility of each employee of National to maintain their records are correct and up to date. All information is available to the employee through their employee portal and the system will issue a notification 2 weeks prior to a mandatory requirement expiry date.

NATIONAL COMMUNITY CARE
2023-2024 POLICIES, PROCEDURES & PROCESSES



Failure to provide employer with evidence of updated documents/certificates can result in being stood down until updates are completed to ensure compliance is met across the various territory, disability and aged care sectors.

All updated information can be emailed to info@nationalcommunitycare.com.au or images sent to 0401 439 798



Employee Reimbursement Policy

POLICY STATEMENT

National is committed to ensuring all employees receive all reimbursement costs incurred in a time effective manner.

SCOPE

This policy applies to all National employees

POLICY

NCC expect an employee may be required to pay in advance for reasonable expenses from time to time. This includes paid parking where free parking is not available.

At no point, are employees of National expected to pay for any items, appointments or services provided to the participant in support. No employee is authorised to pay for such services. Should a participant request this of any employee, the employee is to immediately call NCC.

National is responsible for the following:

- Providing employees with adequate information regarding National protocol for reimbursements
- Manual payment process of all Employee incurred reimbursements.
- Client incurred expenses are to be approved via the Brevity Dashboard for invoicing and payroll processes.
- National to maintain records of all reimbursements and supporting evidence.
- Question any reimbursements that appear excessive and/or query fraudulent.

The employee is responsible for:

- Ensuring upon arrival of any shift, employee parks lawfully. NCC are in no way liable for any and all loss or damages to employee vehicle and/or any fine incurred by the employee for breaching territory and/or state road laws or parking rules of entry.
- All employees are responsible for ensuring kilometres are truthful, random Kilometre checks are undertaken each week. Dishonest submissions are a form of client/participant abuse and will not be tolerated and are reportable to the NDIS as fraudulent claims against a vulnerable person.
- Entering all client related expenses via the Brevity App in the on-shift notes reimbursement section.
- Submitting any APPROVED employee incurred expenses via email to enquiries@nationalcommunitycare.com.au
- Failure to declare your reimbursements prior to Sunday 5pm each week is deemed forfeited for the current pay cycle.



NCC Management Fraudulent Detection and Quality Assurance Measures

- Each Monday, the on-duty Manager will collect all received employee claims for reimbursement and approve accordingly in the Brevity Dashboard.
- All manual claims and Employee related expenses must be reviewed manually through process period.
- 10% of claims must be audited against employees scheduled shift, shift notes and shift requirements to validate the claim of reimbursement.
- Audited claim must be identified in the excel master.
[Quality Assurance Reimbursement Checks.xlsx](#)
- Any fraudulent claims will enact the disciplinary process with manager to notify People and Culture Lead

General Reimbursement Procedure

ALL APPROVED NON TRAVEL RELATED EXPENSES MUST BE EMAILED TO enquiries@nationalcommunitycare.com.au FOR REVIEW, APPROVAL & MANUAL REIMBURSEMENT

Administration and Management Roles

- Where an NCC account card is not available, the employee may pay for expense and seek reimbursement in the coming pay cycle.
- Item that requires reimbursement must be work related/client related.
- Item must have proof of purchase with date, and total amount and the place of purchase details on receipt
- Receipt must be legible.
- Receipt must be submitted via email with photo evidence prior to Sunday 5pm to be reimburse within the current pay cycle to enquiries@nationalcommunitycare.com.au
- Approving Manager will review claims and approve or seek further clarification from employee
- All approved reimbursements submitted within the payroll time frames, will be issued within the next pay cycle.
- All evidence supplied is filed in line with record keeping policy.

Service Delivery Team

At no point, are employees of National expected to pay for any items, appointments or services provided to the participant in support. No employee is authorised to pay for such services. Should a participant request this of any employee, the employee is to immediately call NCC.

However NCC understand the practicality of the support we aim to provide, and some occasions may call for a service delivery employee to purchase the participant a small item such as a carton of milk.

ANY NON TRAVEL RELATED EXPENSES NEED TO BE CALLED THROUGH TO NCC FOR AUTHORISATION, IF APPROVED, EVIDENCE MUST BE EMAILED TO: enquiries@nationalcommunitycare.com.au



- Item that requires reimbursement must be work related/client related.
- Item must have proof of purchase with date, and total amount and the place of purchase details on receipt
- Receipt must be legible
- Receipt must be submitted via email with photo evidence prior to Sunday 5pm to be reimburse within the current pay cycle to enquiries@nationalcommunitycare.com.au
- Approving Manager will review claims and approve or seek further clarification from employee
- All approved reimbursements submitted within the payroll time frames, will be issued within the next pay cycle.
- All evidence supplied is filed in line with record keeping policy.

NCC Management of General Claims

- In line with Government Record Keeping Laws, all emailed claims and evidence must be appropriately stored by the approving scheduler to the relevant years SharePoint folder located in the NCC Library
[2023-2024 Reimbursement Claims & Evidence](#)
- Upon each Fortnightly MONDAY pay cycle, the Daily Operations Manager will collate and transfer the Weekly Reimbursements to CFO for pay cycle additions.



Claiming Kilometre Reimbursement Procedure

- **ALL CLIENT RELATED TRAVEL EXPENSES MUST BE SUMMITTED VIA BREVITY ONLY**
- **ALL EMPLOYEE APPROVED TRAVEL RELATED EXPENSES MUST BE SUMMITTED VIA EMAIL TO enquiries@nationalcommunitycare.com.au FOR REVIEW, APPROVAL & REIMBURSEMENT**

ALL Employees

All employees are responsible for ensuring upon arrival of any shift, employee parks lawfully. NCC are in no way liable for any and all loss or damages to employee vehicle and/or any fine incurred by the employee for breaching territory and/or state road laws or parking rules of entry.

All employees are responsible for ensuring kilometres are truthful, random Kilometre checks are undertaken each week. Dishonest submissions are a form of client/participant abuse and will not be tolerated and are reportable to the NDIS as fraudulent claims against a vulnerable person.

Administration and Management Roles

Are to maintain a kilometre logbook for fortnightly submission. NCC will provide employee with logbook for record keeping. Fortnightly submissions are to reflect accurately in line with logbook.

Service Delivery Employees

Travel between eligible shifts

In line with the Brevity App features, all eligible travel is automatically calculated in line with your rostered shifts. The Brevity app will utilise the address location of the two shifts the employee is eligible for kilometre reimbursement and utilising google map features, will calculate the average kilometres required to reach the second shift. This will automatically be added to the shift data for reimbursement within the next pay cycle.

In the event, there is some kind of unavoidable road closure, and the indicated routes or travel are not available, and additional travel is required, in completing Brevity shift notes, there is the ability to manually claim additional travelled kilometres. The claim will need to be approved by management and employee is required to report to on-call of any delays they experience at time of incident.

Travel WITH participants in your vehicle

For all travel whereby the participant travels in the employee vehicle and/or you are required to travel on behalf of the participant (for example – collecting Webster packs from pharmacy, driving to the participants GP to collect the participant etc) the employee is required to manually enter this travel via the Brevity application for submission and management approval.

Participant associated parking expenses

Any paid parking tickets the employee is required to purchase when travelling with or on behalf of the participant may be uploaded to the shift notes for review, approval and reimbursement.

Please note: this is only for travel WITH or on BEHALF of participant. This DOES NOT include parking at the participants home for a normal shift.



Please note: this DOES NOT include any parking fines the employee may incur should employee disregard parking rules, laws and policy of said parking areas.

Employee associated parking expenses

Where possible, an employee should always seek to find free and legal parking at the site of shift. Some areas may only offer paid parking spaces (particularly in the CBD areas). Employee is expected to pay for the appropriate timeframe of required parking (meaning the duration of your booked shift) to ensure the employee is parking safely and legally.

- Each day, OR by the completion of the working week, employees are required to submit any employee associated expense by Sunday 5pm EACH WEEK.
- All incurred paid parking tickets may be emailed to enquiries@nationalcommunitycare.com.au for reimbursement in the following pay cycle
- Reimbursement claims must be submitted within the working fortnight they were incurred to ensure schedule quality assurance checking can occur. Employees may not be stored and collected in lump sums.
- Alternatively, can be kept and claimed at end of financial year upon completing your personal tax returns.

NCC Management of 'Employee Reimbursement' Claims

- In line with Government Record Keeping Laws, all emailed claims and evidence must be appropriately stored by the approving scheduler to the relevant years SharePoint folder located in the NCC Library
[2023-2024 Reimbursement Claims & Evidence](#)
- Upon each Fortnightly MONDAY pay cycle, the Daily Operations Manager will collate and transfer the Weekly Reimbursements to CFO for pay cycle additions.

NCC Management of Employees 'Client Travel Related Reimbursement' Claims

- Each Monday, the on-duty Manager will collect all received employee claims for reimbursement and approve accordingly in the Brevity Dashboard.
- Manager is to select 10% of claims to undertake a quality assurance check before approving the claim. The check must include the manager cross checking the claim with shift notes and/or shift type to ensure the claim is legitimate before approval.



NCC Annual Leave Policy

POLICY STATEMENT

National is committed to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees and to encourage annual leave to be taken.

SCOPE

This policy applies to all contracted Permanent Part time and Full-time employees of National.

POLICY

All Part and Full-time employees are entitled to accrue annual leave and encouraged to take all holiday entitlement in the current year as a part of National's Healthier Workplace commitment. Annual leave dates will normally be allocated on a "first come, first served" basis whilst ensuring fairness and operational efficiency and appropriate staffing levels are maintained throughout the year. National can only accommodate a limited number of employees per role taking annual leave at any one time.

During peak periods such as Easter and Christmas, only a limited number of employees can be on leave, as such these peak periods will be granted on a "first come, first served" basis with a rotational approach to ensure fairness.

National is a 24/7 Agency, as a result, shifts are required on public holidays and will be assigned in line with usual rostering and shift principles. If any employee takes annual leave on a public holiday, the standard base rate is paid.

Employees may not take more than TWO working weeks consecutively unless there are exceptional circumstances.

Any employee that has accrued 6 weeks or more annual leave will be requested by National to take annual leave to reduce leave levels below 6 weeks.

All Annual leave is paid at employee's normal base rate.

National's responsibilities:

- To ensure leave is processed in a timely manner
- To pay annual leave pay accordingly and record leave balance accurately on employee payslips.
- To ensure adequate cover in the absence of employee on leave



Applying for Leave Procedure

Annual Leave Application Conditions

- Any employee wishing to take leave must complete the Leave Request application via their Xero Me application AND in Brevity App.
- For clarity, the Xero Me app will process you are paid for your leave should it be approved, however the Brevity App will remove your shifts from you during your approved leave period.
- Employee must provide at least FOUR weeks' notice of intention to take annual leave during peak holiday periods or if requesting a week or more
- Employee must provide at least ONE weeks' notice for odd single days
- Employee to have all leave requests approved by management before making any firm holiday arrangements as approval is not guaranteed.
- Applications requesting peak periods such as holiday periods will only be approved upon adequate staffing levels to cover leave absences.
- Peak Period Leave applications will be processed on a first come first served basis, but also considering fairness across the team during such periods.

Office Team Leave Applications

- To best streamline workflow, priorities and responsibilities, office personnel should upline their leave requests to their immediate Lead.
- Leave forms are to be submitted via Xero Me Application for their reporting Lead to review.
- The Lead will be able to determine the practicality of approving and/or declining leave requests, taking into consideration factors such as available team members to cover any outstanding work loads and ensuring leave is fairly provided to each team member.
- (noting – the employee must utilise paid leave before Leave without pay can be approved)



Personal Leave Policy

POLICY STATEMENT

National is committed to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees and to encourage sick leave should an employee require it.

SCOPE

This policy applies to all contracted Permanent Part-time and Full-time employees of National.

POLICY

All Paid personal leave accrues over the course of your employment and will be credited to you, progressively throughout the year and recorded accurately on employee payslips.

Unused personal leave will not be paid out on termination

If entitlement to paid leave (Personal and Annual) is exhausted, employee may take TWO days' unpaid carers leave for each occasion

Entitlements:

Casual employees

- Casual employees do not have access to paid sick leave
- Entitled to take up to two days unpaid carer's leave for each occasion of family or household member** illness or emergency.

Permanent Part-Time & Full Time Employees

- Full-time employees will accrue up to TEN days of paid personal leave for each year of continuous service.
- Part-time and fixed-term employees are entitled to this entitlement on a pro-rata basis.

Types of Leave

Sick Leave

Not fit for work due to personal illness or personal injury affecting your ability to perform usual duties. National reserve the right to ensure your health and safety and request medical clearance to return if deemed a risk.

In the event of an illness such as gastro or influenza employees are immediately excluded from work for a minimum of 48hours and a clearance to return to full duties is required from your GP and notify National immediately so we can report to ACT Health in line with our obligations. In the event of a serious injury (eg- car accident, fall, head injury, back and/or neck injury) employee is required to seek medical treatment and advice on time off work, potential work restrictions/limitations and/or fit to return to work clearance prior to being activated within the rosters.

Bereavement Leave

Permanent Employees are entitled to 2 paid days of bereavement leave on the death of a family or household member**



Compassionate Leave

Employee is entitled to paid 2 days of compassionate leave should the employee or a family or household member** contract or develop an illness OR sustains and injury that poses a serious threat to their life

Carers Leave

To provide care or support to a member of your immediate family, or a member

** of your household who requires care or support because of illness/injury/emergency **

An immediate family member is: spouse, de facto, child, parent, grandparent, grandchild, sibling or those of your partner/de facto. A member of your household is someone you live with- does not need to be family.

Family and domestic violence leave

Employees of non-small businesses (including part-time and casual employees) in the Fair Work system are entitled to 10 days of paid family and domestic violence leave each year.

For small business employees in the Fair Work system, paid family and domestic violence leave starts from 1 August 2023. Until then, employees of a small business can access up to 5 days of unpaid family and domestic violence leave. A small business for these purposes is one that had less than 15 employees on 1 February 2023.

Employees who are experiencing family and domestic violence can take this leave to deal with the impacts of family and domestic violence where it is not practical to do so outside their work hours.

This might include:

- making arrangements for their own or a family member's safety (including relocation)
- attending court or accessing police services
- attending counselling, or appointments with medical, financial, or legal professionals.

Employees can access the full amount of leave from the day they start work. The leave can be taken as single or multiple days, or as part days by agreement. An employee's leave balance renews each year on their work anniversary but doesn't accumulate from year to year if it isn't used.

What is family and domestic violence?

Family and domestic violence, for the purposes of the Fair Work Act, means violent, threatening or other abusive behaviour that seeks to coerce or control the employee and causes them harm or fear.

It can include behaviour by an employee's close relative. For the paid leave entitlement, it also includes behaviour by a current or former intimate partner, or a member of the employee's household.



Family and domestic violence can present in many forms, and not all forms are visible. Violence can be physical, sexual, emotional, psychological, social, cultural, spiritual or financial. It can also be facilitated through technology. For more information, visit 1800RESPECT.

How is the leave paid?

For full-time or part-time employees with a paid entitlement, family and domestic violence leave must be paid at the employee's full rate of pay for the hours they would have worked had they not taken leave.

Casual employees with a paid entitlement must be paid at their full rate of pay for the hours they were rostered to work in the period they took leave.

The employee's full pay rate is their base rate plus any loadings, allowances, overtime and penalty rates, bonuses, incentive payments or other separately identifiable amounts.

What are the notice and evidence requirements?

Employees must let their employer know as soon as possible if they need to take family and domestic violence leave. Sometimes this will be after the leave has started.

An employer can ask for evidence to show that the employee needs to do something to deal with family and domestic violence and it's not practical to do it outside their work hours. Types of evidence an employee can provide includes:

- a statutory declaration
- family violence support service documents
- documents issued by a police service, or
- documents issued by a court.

What are the privacy requirements?

Employers must take reasonable steps to keep information about notice or evidence for family and domestic violence leave confidential.

Employers can only use this information to satisfy themselves that the employee is entitled to family and domestic violence leave, unless the employer is using or dealing with the information where:

- the employee consents
- it's required by law, or
- it's necessary to protect the life, health or safety of the employee or another person.

Pay slips



Pay slips must not mention paid family and domestic violence leave, however employers must keep a record of this leave balance and any leave taken by employees.

This leave must be shown on a pay slip as ordinary hours of work, or another kind of payment for performing work such as an allowance, bonus or overtime payment. It is best practice to show this time on the pay slip in a way that makes it appear that the employee has not taken leave.

However, the pay slip may record the time as another type of leave (for example, annual leave) at the employee's request. Find out more on our Pay slips page.

Support services

If someone is in immediate danger, call 000.

- **1800RESPECT (or 1800 737 732)** is the national domestic, family and sexual violence counselling, information and support service.
- **No to Violence** – Men's Referral Service (or 1300 766 491) works with men who use family violence to change their abusive and violent behaviour.
- [Family and domestic violence leave](#)



UNEXPECTED LEAVE PROCEDURE

- An employee should notify National by phone as soon as possible if they are unable to attend work due to illness or injury.
- Text messages and emails are not acceptable methods of notification. The notification to National should include where able the likely timeframe for the absence.
- Employees eligible for paid entitlements must submit a leave application along with any supporting documentation via the Xero Me/ Brevity Apps.
- In the event you are on shift, and are unable to complete your assigned tasks due to poor health, your shift may be concluded early at the directive of the team leader if the welfare of participant is not put at risk. Upon return employee may be requested to provide a fit to return to work clearance from your GP.
- Casual employees will only be paid for time in which service was delivered.

Evidence

A medical certificate from a registered health practitioner is required from the employee setting out the reasons for the absence in circumstances where the personal leave is:

- On TWO or more consecutive days
- On a single day prior to, or the day after a public holiday, weekend or non-working day
- After any day taken that was a requested leave date approved or rejected.
- On-shift claim of injury

Evidence should be emailed to enquiries@nationalcommunitycare.com.au

Return to work Clearance

You should notify your manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified. On return to work after any period of personal leave, you may be required to attend a return-to-work interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with strictest confidence.

National retains the discretion to request a certificate from employee doctor stating that employee is fit to return to duties. This is to ensure employee can return to full duties without putting self or others at risk. This will always be required where you have suffered a workplace injury/illness that required medical treatment. In the event you have been off due to a workplace injury, please see *Workplace Injury Policy*.

If you have been suffering from an infectious or contagious disease or illness, you must not attend work without clearance from your own doctor.

General National Discretion

Submission of a medical certificate may not always be regarded as sufficient justification for accepting your absence. Sickness is just one of several reasons for absence and although it is understandable that if employee is sick and may need time off, continual or repeated absence through sickness may not be acceptable to National.

In deciding whether employee absence is acceptable, National will take into account the reasons for employee's absences and extent of them, including any absence caused by sickness/injury. National cannot operate with an excessive level of absence as all absence, for whatever reason, reduces National's ability to operate successfully.



National will not tolerate any non-genuine absences, and any such instances will result in disciplinary action being taken.

If considered necessary, National reserve the right to ask employee permission to contact doctor and/or for you to be independently medically examined deemed fit to return.



Other Leave Policy

POLICY STATEMENT

National is committed to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees and others. Employees also have a duty to co-operate with and implement National's policies in this respect.

SCOPE

This policy applies to all employees of National.

POLICY

An employee should notify National as soon as possible if they are unable to attend work by phone call. The notification to National should include where able the likely timeframe for the absence. National, at its discretion, may request evidence such as a medical certificate or a statutory declaration, supporting documentation showing that the employee was entitled to take personal leave during the relevant period.

TYPES OF LEAVE

Community Service Leave

Employee is entitled to Community Service leave in certain circumstances for activities such as SES/volunteer fire fighting and is unpaid.

Jury Duty Leave

Full-time and part-time employees have to be paid 'make-up pay' for the first 10 days of jury selection and jury duty. Make-up pay is the difference between any jury duty payment the employee receives (excluding any expense-related allowances) from the court and the employee's base pay rate for the ordinary hours they would have worked.

Before paying make-up pay, an employer may request evidence from the employee to show:

- that the employee has taken all necessary steps to obtain jury duty pay
- the total amount of jury duty pay that has been paid or will be payable to the employee for the period.

If the employee can't provide evidence, they won't be entitled to make-up pay.

Time Off

Circumstances arise where you need time off for medical/dental appointment or for other reasons. Where possible, such appointments should be made outside employee's rosters working hours. If this is not possible, time off required for these purposes may be granted at the discretion of National and will be without pay.

Parental Leave

If employee or partner become pregnant or are notified of a match date for adoption purposes, employee should notify National at an early stage so that employee entitlements and obligations



can be arranged. Employees who will have at least 12 months of continuous service as at the expected date of the birth of the child, are entitled to 52 weeks of **unpaid** parental leave. Other forms of leave, such as annual leave and long service leave, may be taken concurrently with parental leave, but when combined with the unpaid parental leave must not exceed the 52 week period.

Leave is available only to the primary caregiver of the child, except at the birth of the child where the other parent is entitled to 8 weeks of concurrent unpaid leave. Any parental leave taken by the other parent will be deducted from the total entitlement of 52 weeks unpaid leave.

You must give the Employer at least ten weeks prior notice of your intention to take unpaid parental leave. This can be done in accordance with the Employer's leave application procedures.

When advising of your intention to take unpaid parental leave you must provide the following:

- a medical certificate indicating the expected date of birth of the child, or, where the leave is adoption related, the expected date of placement
- an expected return date and
- details of any parental leave your partner intends to take.

Employee may be entitled to government funded parental leave. The Paid Parental Leave scheme is fully funded by the Australian Government. Employees who are expecting a child or adopting a child are eligible for up to 18 weeks of paid Parental Leave at the rate of the National Minimum Wage if they meet the Eligibility criteria. For further details, eligibility criteria and to apply for this payment please refer to the Department of Human Services.

Two weeks of *Dad and Partner Pay* will be paid by the Government at the minimum wage if you're on unpaid leave from work, after having a baby or adopting a child. Requests are to be made via the Parental Leave Request Form, and the employee and the Employer will need to reach an agreement as to your unpaid leave period. For further details and to apply for this payment please refer to the Department of Human Services.



Long Service Leave Policy: Nurses & SCHCADS Industry Awards

POLICY STATEMENT

National is committed to ensure compliance with relevant long service leave legislation such as the Long Service Leave Act 1976 and the Long Service Leave (Portable Schemes) Act 2009.

SCOPE

This policy applies to all employees of National.

POLICY

National is registered with the Community Sector Industry Long Service Leave Portable Scheme (the Long Service Leave Portable Scheme) under the Long Service Leave (Portable Schemes) Act 2009 (ACT). The Long Service Leave Portable Scheme provides a portable long service leave entitlement to employees undertaking relevant work across the community and aged care sector industry for any employer within the industry.

ENTITLEMENT

Under the Scheme, employees are entitled to 8.67 weeks leave after 10 years of consecutive service in the Industry. Existing employees (pre 2016) will have their long service leave entitlements accrue under a combination of the Long Service Leave Act 1976 (ACT) and the Long Service Leave Portable Scheme. All Nursing Award employees (post 2016) will accrue long service leave under this scheme.

APPLICATION

On commencement of employment with National employees are required to provide their member number from the ACT Long Service Leave Authority. For any employee who has not previously been enrolled with the Authority, National will enrol the employee and the employee will receive their information from the Authority.

In line with the Authority's requirements, National will make quarterly contributions for employees who have met the required criteria. Where an employee has accrued an entitlement through service that is covered by a combination of the Long Service Leave Act 1976 and the Long Service Leave (Portable Schemes) Act 2009, the payment to the employee is to be made by National, in accordance with the Long Service Leave Act 1976 and the employee is required to apply for long service leave in writing to National.

All payments to employees based solely on service accrued after the commencement of the portable scheme will be made directly by the Authority under the Long Service Leave (Portable Schemes) Act 2009. Employees who wish to access this long service leave need to contact the Authority directly to apply.

Employees can access the form via: <https://actleave.act.gov.au/wp-content/uploads/ClaimForm.pdf>
Form is to be submitted to National for review, approval and/or negotiation. Upon an approved decision, LSL form will be returned to employee to complete lodgement with the LSL Authority.