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**WORKPLACE POLICY ON THE TAKING OF PERSONAL LEAVE AND ABSENCES FROM WORK**

The National Employment Standards (NES) which were introduced in January 2010 introduced new requirements in relation to the taking of personal/carer's leave.

A copy of the NES is available on site for employees to review if they wish. The business has introduced the following policy in relation to the taking of personal leave and absences from work due to pressing personal and / or family commitments.

**Personal / carers leave**

An employee is entitled to 10 days personal leave each year which is cumulative and accrues progressively throughout a year. Employees may take personal/carer's leave if they are unfit for work due to personal illness or injury or if they have to provide care or support for a member of their immediate family or household, who is ill, injured or has experienced an unexpected emergency.

**Evidence supporting the reason for taking personal / carer’s leave**

An employer is entitled to receive evidence which supports the reason why an employee has taken personal / carer's leave. In most cases an employee will be required to provide a medical certificate either from a general practitioner or in some cases from a treating specialist verifying the reason for the absence for each absence. However, the business reserves the right to request a statutory declaration signed by the employee and witnessed, which explains the reason/s for an absence from work for either personal or carer's leave.

**Notice of absences from work**

It is fundamental for the business to have employees attend work at the required starting time to meet operating requirements and customer service expectations. For these reasons it is essential an employee notifies their manager or supervisor prior to their normal commencing time or as soon as is reasonably practical after their starting time if they are going to be absent from work for any reason and the duration of the absence. This gives your manager / supervisor the opportunity to make alternate staffing arrangements to cover absences and make alternate arrangements for allocated work.

*Where an employee is going to be absent from work an employee must:*

* give notice to their manager / supervisor by telephone (not by voicemail, email or text message) giving the reason/s for non-attendance and the expected duration of their non-attendance.
* the employee must personally contact the manager / supervisor to tell them why they cannot attend work.

**Failure to comply with evidence and notice requirements**

If an employee does not comply with these notice requirements and / or fails to give a reasonable explanation for their nonattendance at work the business reserves the right not to pay an employee for the day/s of nonattendance at work, (where an employee cannot provide a justified explanation for their absence). Where an employee disregards the requirements of this policy on a regular and systematic basis the business can institute disciplinary procedures which can include formal written warnings and potentially termination of employment.