

Leave Policy

CPSN is committed to and recognises the importance of work-life balance and encourages employees to have regular breaks for rest and relaxation and to reduce health and safety risks.

CPSN is committed to ensuring all employees are provided with leave in accordance with their entitlements under the Fair Work Act. CPSN also offers additional leave provisions for employees that are more generous than the minimum provisions under the Fair Work Act.

This Policy and the associated Procedure applies to all CPSN paid employees.

Record of policy development

Version	Date approved	Date for review
3	February 2026	February 2028

Responsibilities and delegations

This policy applies to:	CPSN Employees
Policy approval:	Chief Executive Officer
Review of Policy Compliance	Human Resources Manager
Specific responsibilities:	CPSN Board Chief Executive Officer Human Resources Manager CPSN Leadership Team

CPSN Employees with supervisory responsibility
CPSN Workers & Employees

Policy context

Service Standards

National Employment Standards
NDIS Practice Standards and Quality Indicators, November 2021
Version 4.

Legislation

Fair Work Act 2009
Equal Opportunity Act 2010
Equal Employment Opportunity (Commonwealth Authorities) Act 1987
Occupational Health and Safety Act 2004
Workplace Gender Equality Act 2012
Applicable Industrial Award/Agreement
Long Service Leave Act (relevant State/Territory)
Paid Parental Leave Act 2010

Organisation policies

Code of Conduct
Diversity and Inclusion Policy
Work Health and Safety Policy

Other Conventions

United Nations Convention on the Rights of People with Disabilities
(CRPD), 2006

Definitions

Employee means a person who is employed by CPSN with wages or salary.

Immediate family members or household members:

- spouse or partner or former spouse or partner
- de facto partner or former de facto partner
- child, step child, adopted child or foster child
- parent, step parent or foster parent or parent in law
- grandparent
- grandchild
- sibling
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner)

Personal leave encompasses:

- sick leave
- carer's leave

Staff means all the people employed by CPSN or within a specific work area.

Worker means any person engaged by CPSN to perform a service, paid or unpaid, and may include but is not limited to employees, consultants, contractors, employees of a labour hire company, apprentices, trainees, students or volunteers.

Policy statement

The purpose of this policy is to provide CPSN employees with information about their entitlements to Leave while employed with CPSN.

CPSN is committed to safe, flexible environments that encourage employees to have regular periods of time off from work to support safety, motivation and a positive work-life balance.

CPSN offers leave provisions which are more generous than the minimum national employment standards; the Leave Procedure details what these additional provisions are, who is eligible for additional leave provisions and how these may be accessed. Additional provisions do not form part of an employee's entitlements and may be altered at the organisation's discretion.

Principles

CPSN is committed to respect, honesty, integrity, and best practice in all aspects of its operations.

The following principles underpin these processes:

- ensuring all employees have access to their minimum leave entitlements in accordance with the Fair Work Act
- providing employees with the required advanced notice and consultation process, if applicable, where the business undergoes a closure, requiring employees to take leave and in accordance with the employee's Award or Agreement
- supporting employees to apply and take leave regularly and at times that meet their personal needs and circumstances
- not unreasonably declining requests for leave.

Within CPSN the following roles communicate and operationalise this policy:

- CPSN Board
- Chief Executive Officer (CEO)
- Human Resources Manager
- CPSN Leadership Team
- CPSN Employees with supervisory responsibilities

Implementing this policy

Within CPSN the following roles communicate and operationalise this policy:

Roles and Responsibilities

The Board

The Board is responsible for delegating operational requirements and decisions to the CEO. The Chair of the Board is responsible for approving the CEO's leave requests.

The CEO

The CEO is responsible for:

- Delegating responsibility for financial, human resources, operations, record keeping, policy development and accountability to the CPSN Executive Team.
- Responding to leave requests from CPSN General Managers as soon as practicable after receiving the request
- Ensuring dates for business closures are established and communicated with the required amount of notice
- Responding to leave requests for leave types as specified in the Leave Procedure.

Human Resources Manager

Human Resources Manager is responsible for:

- ensuring equitable practice in accordance with this policy and supporting industrial relations legislation
- ensuring the review of policy and procedure compliance and supporting the overall integrity of this policy and its implementation.

Human Resources Manager may also have responsibilities as listed below for CPSN General Managers where any direct reports are included in this policy.

CPSN Leadership Team and Employees with supervisory responsibilities

Supervising employees are responsible for the following:

- communicating and supporting staff to understand their responsibilities under this policy
- ensuring procedures and work instructions are clear to staff in their work area
- responding to leave requests from employees who report directly to them as soon as is practicable after receiving the request
- supporting employees who require access to unpaid leave for personal circumstances to access the leave safely and efficiently
- monitoring implementation and contributing to review of this policy.

CPSN Employees

CPSN Employees are responsible for

Edit list as applicable

- understanding this policy
- upholding their employee obligations
- submitting leave applications as soon as practicable after being made aware of the requirement for leave
- submitting leave in accordance with the required dates as stipulated in the Leave Procedure for the type of leave required
- providing evidence for leave requirements as requested by the organisation or in accordance with the requirements stipulated in the Leave Procedure.

Maintaining appropriate records

Employee records will be kept in accordance with the Fair Work Act 2009.

- CPSN records are maintained using cloud-based technology systems, covering HRIS, CRM and Operational documentation.
- Records will be kept for seven years.
- CPSN records are maintained using cloud-based technology systems, covering HRIS, CRM and Operational documentation.

Procedures that apply to this policy

- Leave Procedure
- Diversity and Inclusion Procedure
- Work Health and Safety Procedure
- Flexible Working Arrangements Procedure

Document Revision History

This document is only valid on the day it was printed:

Who	Version	Date	Description of Review
GM Shared Services	V2	February 2024	
Human Resources Manager	V3	February 2026	Update