

Leave Procedure

Cerebral Palsy Support Network Inc (CPSN) 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 national standards.

This procedure is designed to be read in conjunction with the Leave Policy and details the types of Leave CPSN offers its employees, including eligibility requirements and how employees may access various leave types.

Record of procedure development		
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Responsibilities and delegations	
This procedure applies to:	CPSN Employees
Procedure approval:	CEO
Review of Procedure Compliance	Human Resources Manager
Specific responsibilities:	CPSN Board Chief Executive Officer CPSN General Manager Human Resources Manager CPSN Leadership Team CPSN Employees & Workers

Policy statement

The purpose of this procedure is to provide CPSN employees with clear guidance on how to access leave entitlements and additional leave provisions offered by CPSN. This procedure supports the CPSN Leave Policy by outlining eligibility, application processes, approvals, and recordkeeping requirements.

Definition

The following definitions apply to this procedure, the Leave Policy and in accordance with the Fair Work Act.

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, stepchild, adopted child or foster child
- parent, stepparent or foster parent or parent-in-law
- grandparent
- grandchild
- sibling

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.

Procedure

Purpose of this Procedure

This procedure provides guidance on the leave provisions and entitlements for CPSN employees and managers. It informs employees and managers how to apply for, approve, and manage leave in a consistent and fair manner. The procedure promotes good practice, accountability, and transparency, providing a clear framework against which everyone's actions and compliance with the procedure can be measured.

Leave Types

The following types of leave are available at CPSN. Not all leave types and provisions are available to all employees; there are some legislative and other eligibility requirements that may preclude employees from accessing some leave provisions.

This procedure details employee eligibility, accrual, and access to the above leave provisions.

Accrual of Leave

Leave entitlements that form part of the National Employment Standards accrue based on ordinary time worked, including authorised paid leave, and accrue at the rates stipulated in the National Employment Standards.

Employees must have accrued the leave entitlement for the leave to be paid. During periods of paid leave, an employee's salary and payments will continue to be paid in accordance with CPSN's pay cycle.

Accrual for leave provisions that CPSN offers above the National Employment Standards are also detailed in this procedure.

Applying for Leave

Employees should submit leave requests via CPSN's HR system, FoundU. Some leave types require more notice than others; employees and managers should refer to the leave type below for information about how and when the leave should be applied for.

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Annual Leave

Paid annual leave is available to full-time and part-time employees via National Employment Standards. Casual employees are paid a loading on their base rate of pay and are therefore not entitled to paid annual leave.

Full-time employees are entitled to four (4) weeks paid annual leave for each year of service.

Part-time employees are entitled to four (4) weeks paid annual leave on a pro-rata basis for each year of service.

Employees classified as shift-workers under an applicable Industrial Award/Agreement are entitled to an extra week (pro-rata) of paid annual leave for each year of service.

A loading of 17.5% is paid for employees on annual leave.

Annual leave should be taken within each anniversary year or contract period. Annual leave may be taken at a time that is mutually agreed between the employee and the employee's manager. Approval of annual leave is subject to operational requirements; however, approval will not be unreasonably withheld.

CPSN may direct or require an employee to take annual leave in accordance with the National Employment Standards or the employee's Industrial Award/Agreement.

Requests for annual leave should be submitted through CPSN's online HR system, FoundU at least four weeks prior to the requested leave.

Personal Leave

Paid personal leave is available to full-time and part-time employees via the National Employment Standards. Casual employees are paid a loading on their base rate of pay and are therefore not entitled to paid personal leave. Full-time employees are entitled to 10 days of personal leave for each year of service.

Part-time employees are entitled to 10 days of personal leave on a pro-rata basis for each year of service.

Access to personal leave days is calculated based on an employee's ordinary hours of work. Personal leave is calculated and accrued as 1/26 of an employee's ordinary hours of work in a year.

All employees, including casual employees, are entitled to two days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support due to:

- illness
- injury; or
- an unexpected emergency.

Full-time and part-time employees may only access the unpaid carer's leave if they do not have any paid personal leave left. Carer's leave is deducted from an employee's personal leave balance.

Employees may need to submit a leave request for personal leave after the leave has been taken. However, employees must notify their manager of their requirement for personal leave as soon as practicable on or before the day the leave is required and should advise their manager of the estimated duration of their absence.

Notification should be via a phone call. The submission for request of personal leave should be submitted through CPSN's online HR system, FoundU. Employees may be required to provide evidence (supporting documentation) for their personal leave request, this includes where the employee is absent to provide care to an immediate family member. Acceptable forms of evidence include a medical certificate stipulating the name of the person requiring care (and the name of the carer if applying through carer's leave), the date the person was seen by the medical professional, and the date(s) for which the employee or person is not fit for duties.

CPSN may request evidence for any period of personal leave, regardless of the duration of the leave. Employees who are absent for two or more consecutive days must provide evidence for their leave.

Compassionate Leave

All employees, including casual employees, are entitled to two days of compassionate leave each time an immediate family or household member dies or suffers a life-threatening illness or injury.

Compassionate leave does not accrue, nor accumulate.

Full-time and part-time employees receive paid compassionate leave. Casual employees receive unpaid compassionate leave. Full-time and part-time employees are paid at their base rate for the ordinary hours they would have worked during the leave. This doesn't include separate entitlements such as incentive-based payments and bonuses, loadings, monetary allowances, overtime, or penalty rates. Compassionate leave cannot be cashed out.

Compassionate leave can be taken as:

- a single continuous 2-day period, or
- 2 separate periods of 1 day each, or
- Any separate periods the employee and the employer agree

Employees may be required to provide evidence for compassionate leave. Evidence may include a medical certificate, statutory declaration, or other evidence that would satisfy a reasonable person.

Parental Leave

All employees in Australia are entitled to parental leave. Employees can take parental leave if they:

- have worked for their employer for at least 12 months
- before the date or expected date of birth if the employee is pregnant
- before the date of the adoption, or
- when the Leave starts (if the Leave is taken after another person carers for the child or takes Parental Leave)
- have or will have responsibility for the care of a child.

Casual employees are eligible for unpaid parental leave if they:

- have been working for their employer on a regular and systematic basis for at least 12 months
- a reasonable expectation of continuing work with the employer on a regular and systematic basis, had it not been for the birth or adoption of a child.

Parental leave can be taken when:

- an employee gives birth
- an employee's spouse, partner or de facto partner gives birth
- an employee adopts a child under 16 years of age
- an employee becomes a foster parent or step parent to a child under 16 years of age

Employees are entitled to 12 months of unpaid parental leave. Employees may request an additional 12 months of leave.

Employees need to provide evidence to CPSN about the expected date of birth, or placement of an adopted child, this may be a medical certificate or statutory declaration.

Employees do not need to wait another 12 months before accessing another period of parental leave.

Employees who meet the Services Australia eligibility criteria for Parental Leave Pay are eligible for Paid Parental Leave (Services Australia).

CPSN offers additional parental leave provisions and pay, above the Services Australia entitlements, for eligible permanent (full-time or part-time) employees. To be eligible for CPSN's additional provisions, employees must:

- meet the Services Australia requirements for unpaid parental leave
- meet the Services Australia requirements for parental leave pay
- be approved by Services Australia for parental leave pay
- have been employed by CPSN for 24 months prior to the planned commencement of the parental leave
- have worked at least 12 months of the 24 months, and have worked on average, at least, 1 day per week (7.5-hour minimum day) for the 12 months and have not had a gap of more than 12 weeks between each work day in that 12-month period)
- not have taken additional CPSN specific parental leave in the 18 months prior to the requested leave date and must have returned to work for a period of not less than 10 months between accessing the additional leave provisions. In the 10 months of returning to work, the employee must have worked at least 330 hours.

Parental Leave Pay (Services Australia)

Parental leave pay is managed by Services Australia. Employees should refer to the Services Australia website for current information about who is eligible for parental leave pay, the duration and amounts available and how to access the parental leave pay. Eligibility is not determined by CPSN. The payment for eligible employees via Services Australia is based on the weekly rate for the national minimum wage.

For eligible employees, parental leave pay via Services Australia can be taken flexibly, over two periods within two years for the primary caregiver. The first period is available for 12 continuous weeks within 12 months of the birth or adoption of a child and can't be split. The second period is flexible and is available up to 30 days, starts after the first period has ended, can be used flexibly as negotiated between the employee and CPSN and must be used within 24 months of a child's birth or adoption.

Employees should refer to Services Australia to ensure all entitlement information is current.

Parental Leave Pay (CPSN additional provisions)

For full-time and part-time employees who meet the criteria detailed by CPSN above for additional parental leave provisions and who are receiving Services Australia parental leave pay via CPSN, CPSN will pay the employee the difference between the payment from Services Australia and their pre-leave (base/day) pay-rate. This pre-leave rate will be recognised as the pay rate the employee had in the six months prior to the commencement of the leave. For shift workers (support workers), the hours paid per week will be calculated based on the average hours of work the employee performed per week in the 12 months prior to the leave and will be paid at the equivalent base rate. If the employee's pay rate has changed in the six months prior, the amount will be paid as an average of the rates.

Notification – Parental Leave

Employees need to notify CPSN of the requirement for their leave and must do so at least 10 weeks before starting their parental leave. The notification needs to be in writing and needs to detail how much leave is being requested, including start and finish dates. If an employee can't provide 10 weeks' notice, they need to provide as much notice as possible.

Employees need to confirm their parental leave dates with CPSN at least four weeks before they are due to start their leave. If there have been any changes, employees need to notify CPSN as soon as possible. If an employee can't provide four weeks' notice, they need to provide as much notice as possible.

Employees who are taking concurrent leave (parents taking leave at the same time) need to provide at least 10 weeks' notice to CPSN for their first period of concurrent leave. For second and later periods, they need to provide at least four weeks' notice. If an employee can't provide these notice periods, they need to provide as much notice as possible.

Pregnant Employee Entitlements

Employees who are pregnant have entitlements available to them.

Personal Leave

Pregnant employees are entitled to access their personal leave if they experience pregnancy-related illness or injury.

Special Maternity Leave

Employees who are eligible for unpaid parental leave can take unpaid special maternity leave if:

- they have a pregnancy-related illness or
- the pregnancy ends after 12 weeks because of a miscarriage, termination, or stillbirth.

If an employee takes special maternity leave because of a pregnancy-related illness, the leave will end when the pregnancy or illness ends, whichever is earlier. If the employee takes leave because of a miscarriage, termination or stillbirth, the leave can continue until they are fit for work.

Special maternity leave won't reduce the amount of unpaid parental leave that an employee can take.

Employees need to tell CPSN that they are needing to take, or are taking, special maternity leave. Depending on the situation, notification may need to be after the special maternity leave has started. Employees may need to provide evidence in the form of a medical certificate.

Safe Jobs

All pregnant employees, including casual employees, are entitled to move to a safe job if their usual job isn't safe because of their pregnancy. This includes for employees who aren't eligible for unpaid Parental Leave.

Employees who move to a safe job will still receive the same pay rate, hours of work and other entitlements from their usual job. The employee and their manager / CPSN may agree on different working hours. This arrangement will remain in place until it's safe to return to the usual job, or until the employee gives birth.

Employees will need to provide evidence that:

- they can work, but can't do their usual job (including why the usual job is not safe) and;
- how long they shouldn't work in their usual job for.

Employees may need to provide this information in the form of a medical certificate.

If there is no safe job available, employees may take no safe job leave. If the employee is entitled to unpaid parental leave, no safe job leave is paid. For a full-time or part-time employee, no safe job leave is paid at the base rate of pay for ordinary hours of work. For a casual employee, no safe job leave is paid at the base rate of pay (excluding casual loading) for the average number of hours they would have worked in the period they're on leave.

Employees who are not entitled to unpaid parental leave can take unpaid no safe job leave.

Direction to Take Parental Leave

Where an employee wants to work in the six weeks before the due date, the employer can ask for a medical certificate within seven days those states:

- they can continue to work
- it's safe for them to do their normal job.

If the certificate says the employee is fit for work but it isn't safe for them to continue in their normal job, then the employee will be entitled to a safe job or no safe job leave.

If an employee doesn't provide a medical certificate or the certificate says they can't continue work at all then CPSN can direct them to start unpaid Parental Leave.

An employee's unpaid parental leave starts when they are directed to take unpaid parental leave and will count as part of the employee's total unpaid parental leave entitlement. If the employee planned to take parental leave later after the birth, the period of directed leave doesn't have to be taken in a continuous period with the other parental leave.

Returning to Work from Parental Leave

Employees are entitled to return to the same job they had before going on parental leave, even if someone else is working in their role as a replacement. Employees who were transferred to a safe job before they took parental leave or whose hours were reduced due to pregnancy are entitled to return to the job they had before the transfer or reduction.

If the employee's job no longer exists or has changed, the employee will be offered a suitable available job that the employee is qualified to work in and is nearest to their old job in pay and status. If an employee's job doesn't exist anymore after they return from parental leave, this may mean a redundancy has taken place.

Employees need to notify CPSN of their intention to return to work after parental leave in writing and need to do this at least four weeks prior to planned end date of the parental leave.

Employees may make a request for flexible working arrangements. Employees should follow the procedure for flexible working arrangements in accordance with CPSN's Flexible Working Arrangements Policy and Procedure.

Community Service Leave

CPSN encourages employees to be active and participate within their local community. Employees are entitled to Community Service Leave for certain activities such as:

- voluntary emergency management activities
- jury duty (including attendance for jury selection).

Except for jury duty, community service leave is unpaid.

CPSN offers to pay employees the difference between the amount received for jury duty and the employee's base remuneration, excluding Superannuation.

To receive the additional payment from CPSN, employees need to notify CPSN immediately upon receiving notice for requirement to attend jury service and provide CPSN with the following:

- the dates required to attend jury service
- after jury service is complete, the amount the employee received for attending jury service
- evidence that the employee took all necessary steps to obtain any amount of jury service pay to which they were entitled.

Family and Domestic Violence Leave (FDVL)

CPSN is committed to supporting its employees who are impacted by family and domestic violence. Employees experiencing family and domestic violence are entitled to access Family and Domestic Violence Leave in accordance with the Fair Work Act 2009 (Cth). This leave can be taken to attend medical appointments, counselling, legal proceedings, or to make arrangements for their safety or the safety of their children or dependents.

Family and domestic violence means any behaviour by a family member or domestic partner that is physically, sexually, emotionally, psychologically, or financially abusive, threatening, coercive, or controlling, and that causes harm, fear, or distress to the employee. This includes, but is not limited to:

- Physical assault or the threat of physical harm
- Sexual abuse or assault
- Emotional, verbal, or psychological abuse
- Controlling or coercive behaviour
- Financial abuse, including restricting access to money or financial resources

Under the National Employment Standards, all employees, including casual employees, are entitled to ten days of paid family and domestic violence leave each year. Employees must be experiencing family and domestic violence to be eligible to take paid family and domestic violence leave.

FDVL does not accrue and is not cumulative, meaning it cannot be carried across each year. The amount is available to the employee immediately and resets on their anniversary of employment.

If an employee requires FDVL more than the paid FDVL provided, employees may elect to take a combination of:

- annual leave
- long service leave
- leave without pay.

Employees may be required to provide CPSN with evidence they are the victim of family or domestic violence. Evidence may be in the form of medical reports, intervention orders, family law injunctions or statutory declarations.

CPSN and CPSN managers will assure employees of their right to confidentiality and support when they disclose family or domestic violence.

CPSN will categorise any FDVL taken as “miscellaneous” to support protecting the employee’s privacy and safety.

Long Service Leave

Employees may access Long Service Leave (LSL) after the requisite period of consecutive service to CPSN. Consecutive service periods and eligibility requirements are state-based and can be accessed via the Fair Work Ombudsman’s website.

LSL can be taken for any period of not less than one day, at a time that is agreed by the employee and CPSN.

Eligible Victorian employees can access LSL through the Portable Long Service Leave (PLSL) Authority, which means workers in community services and other eligible industries can accrue LSL and transfer them from job-to-job. CPSN Victorian employees are automatically included in PLSL scheme, with Support Workers being enrolled from January 2020 and office staff (non-Support Workers) from October 2020. CPSN makes payments for accrued PLSL on a quarterly basis to the PLSL Authority.

Employees accrue LSL as defined by the relevant State/Territory legislation.

LSL is paid on the ordinary weekly pay multiplied by the amount of weeks owing to the employee. Calculation of ordinary hours are averaged and can vary by State/Territory.

For Victorian employees, if an employee's hours have varied or changed in the two years immediately prior to taking LSL, the leave entitlement is calculated based on average hours worked over the last 12 months or five years, whichever is greater.

Casual Victorian employees' average hours are calculated as the greatest of the average earned over either the last 52 weeks, 260 weeks, or entire period of employment. The rate of pay will include casual loading.

An employee's LSL entitlement is based on their ordinary time rate of pay at the time the LSL is taken.

Any period of unpaid parental leave up to 52 weeks will count as service, where any period beyond 52 weeks will not count as service but will not break the continuity of employment. Paid or unpaid absences due to injury or illness will not break continuity of employment. Periods of approved leave without pay will not break continuity of service, but do not count as service for the accrual of LSL. Employment is deemed continuous despite an absence caused by termination of employment if the employee is re-employed by CPSN within 12 weeks after the cessation of employment.

Employees may take LSL at half pay over double the period of leave time.

Cashing out LSL varied by State/Territory legislation.

Purchased Leave

CPSN may provide employees with an option to apply for an additional two or four weeks' leave per annum as purchased leave. This is facilitated for a pro-rata reduction in annual salary, subject to:

approval by the employee's manager

the employee having a balance of four weeks or less of accrued paid annual leave at the time of applying for purchased leave.

The additional purchased leave is separate from the statutory entitlement of four weeks annual leave. Purchased leave does not accumulate year to year. Unless otherwise agreed and approved by the CEO or General Manager, People and Culture, all purchased leave not used within the 12-month agreed period will be paid in a lump sum to the employee. This payment is subject to applicable Superannuation and Taxation requirements. Purchased leave does not attract annual leave loading.

CPSN has sole discretion as to whether to approve or deny an employee's application to purchase leave based on business demands.

Purchasing leave will not impact the amount of Superannuation paid to employees by CPSN.

If the purchased leave is approved, accruals will commence from the first day of the next pay period. Purchased leave agreements will remain in place for a minimum period of 12 months from the day the additional leave begins accruing. The agreement will continue until it is terminated by written notice by either the employee or CPSN.

The agreement can be terminated by:

- CPSN or the employee providing two weeks' written notice
- mutual agreement.

Except in accordance with the above, where the agreement has been in effect for 12 months, employees may not alter or withdraw from the Purchased Leave Agreement except under exceptional circumstances, which may be discussed with the employee's manager and the outcome will be at the sole discretion of CPSN.

During the period of purchased leave agreement, all statutory leave entitlements including annual leave, personal leave and long service leave will accrue and be paid at the adjusted pro rata salary. Purchasing leave does not impact continuity of service and will be counted as service.

Employees must take at least two weeks of their ordinary paid annual leave in each 12-month purchased leave period prior to taking the purchased leave. Purchased leave must be applied for and approved in accordance with the annual leave process, it must be taken at a mutually convenient time. Purchased leave must be accrued before it can be taken.

If there is a remuneration change in the period of the purchased leave agreement, the salary will be recalculated to reflect the new value of the purchased leave.

Employees who cease employment with CPSN prior to taking the accrued purchased leave will receive a lump sum of the accrued but unused purchased leave with their final payment. Entitlements at the time of termination will be calculated on the adjusted salary rate.

Leave Without Pay

There are some circumstances where employees may need to take leave from work, but do not have enough accrued leave entitlements. For example, non-work-related injury or illness, caring for family for an extended period, travel, study, or another reason.

Leave without pay is not an entitlement but may be granted to CPSN employees at the sole discretion of the CEO, often with management input to support assessment of employee and operational needs.

CPSN will generally limit leave without pay to a maximum of six months; leave greater than this will only be considered in exceptional circumstances and assessed on a case-by-case basis.

Leave without pay will not be granted for the purpose of engaging in other employment.

Leave without pay will only be considered and approved where other appropriate forms of leave have been exhausted.

Employees who are granted leave without pay will not accrue entitlements that would usually accrue if the employee were working. The period of approved leave without pay will not break continuity of service. Employees are not paid Superannuation for any period of leave without pay.

Employees are expected to resume their usual duties on the first working day after the expiration of the approved leave without Pay period. If an employee does not intend to resume their duties, they need to notify their manager

at least four weeks prior to the expiry date. Failure to make appropriate arrangements with CPSN prior to this and where an employee does not return to duties on the expected and agreed date, CPSN may end employment due to abandonment of employment.

Cash Out Leave

Employees may be eligible to cash out some of their annual leave, providing they meet the eligibility requirements.

Annual leave can only be cashed out when an Award or Registered Agreement allows it. Only CPSN employees who are covered by an Award that allows cash out of leave may access this.

To cash out annual leave, employees must:

have at least four weeks' annual leave left after the cash out

enter into a written agreement with CPSN, detailing the amount of leave being cashed out, the amount they will be paid and the date the cash out will be paid.

The payment for cashed out annual leave is the same as what the employee would have been paid if they took the leave. CPSN cannot force or pressure an employee to cash out annual leave.

Employees are not able to cash out more than two weeks every 12 months.

Employees requesting to cash out leave, need to submit this request to their manager in writing. To finalise approval, CPSN will provide the employee with a Cash Out Leave Agreement, which must be signed by all relevant parties prior to the leave being cashed out.

If there are any changes to the Industrial legislation or eligibility criteria in the employee's Award/Agreement, these will take precedent over the CPSN Policy.

Life Leave

CPSN recognises and appreciates the range of cultures and important life events for employees. Life leave provides eligible employees with two days' paid leave per calendar year. Life leave may be used to celebrate an occasion of importance, to participate in a cultural event, or to help balance life responsibilities.

Life leave is only available to permanent employees and does not accrue or compound, meaning eligible employees receive this provision up-front and it re-sets at the anniversary of the employee's employment start date, date of permanent conversion or at the beginning of each calendar year.

Appropriate life leave events may include:

- Australian Citizenship ceremony / celebration
- birth of a family member (e.g., grandchild, niece/nephew)
- religious / cultural celebration
- Christening (or similar) for a family member or important friend
- introduction of a pet to the home
- moving house
- University graduation (or similar) for self or family member
- birthday

- participating in volunteer work

Employees who request life leave need to submit their leave request to their manager detailing the reason for the request and date(s) requested. Employees should submit life leave requests via FoundU or the applicable HRIS platform at least two weeks in advance.

Gender Affirming Leave

CPSN is an inclusive organisation and encourages people from diverse groups and communities to apply for roles with CPSN. Gender affirming leave is available to eligible CPSN employees who identify as Transgender or non-binary and who are undergoing procedures or treatments to affirm their gender.

CPSN provides one week (pro-rata) of paid gender affirming leave. This provision does not accrue and is available to all permanent and casual employees upon reaching 12 months of continuous service with CPSN. Leave is paid to the employee at their base rate of pay. Where an employee is Casual, the week will be calculated based on the average number of hours worked per week in the six months prior to the request for leave.

Gender Affirming Leave is a one-off provision to employees, including where the employee exits and then re-engaged in employment with CPSN.

Employees should submit their leave request to their manager at least four weeks prior to the requested leave dates. Employees are not required to disclose the nature of their gender affirming treatment or procedure but may be required to provide a medical certificate to confirm the employee was unfit for work.

Sorry Business Leave

'Sorry Business' is a term used for many Aboriginal and/or Torres Strait Islander peoples' traditional ceremonies and practices for mourning the loss of family members. CPSN offers employees who identify as Aboriginal and/or Torres Strait Islander up to three days of paid Sorry Business leave on each occasion where there is a loss of a family member. This is in addition to the two days of compassionate leave that all employees are entitled to.

Employees who require access to Sorry Business leave should submit this request to their manager. As with other leave types, employees may be requested to provide evidence for the requirement of this leave.

Sorry Business leave does not accrue or compound.

Managers will work closely with employees accessing this leave to understand and support their needs during Sorry Business.

Floating Holiday

CPSN recognises that with a diverse workforce, comes many other days of importance for our employees, which aren't recognised through Australian Public Holidays. CPSN offers a floating holiday for employees to swap one Australian Public Holiday for another day off work to recognise and celebrate another cultural or religious day of significance or where an employee does not wish to partake in the Australian Public Holiday and would prefer to work that day and have an alternate, mutually agreed, day off work.

Employees need to make a request to their manager at least two weeks in advance, in writing using the Request for Floating Holiday document, and their reason for the request. This serves as an individual flexibility agreement. Employees will need to enter into a Floating Holiday Agreement with CPSN that details the employee's request for a floating holiday and that they understand the day of significance will be swapped and will not attract Public Holiday penalty rates.

Floating Holiday Agreements demonstrate the agreement is genuine, the employee is informed about the Agreement and the employee is better off overall at the time of requesting and making the Agreement than they would have been if they did not have the Agreement.

Floating holidays are subject to business needs and manager approval, and employees may only request one floating holiday per year.

Review of Procedure

This procedure will be reviewed by Chief Executive Officer upon any of the following events occurring:

- a review of the Leave Policy
- changes in accepted practice standards
- changes in external requirements such as legislation
- staff identifying gaps or problems in implementing the procedure
- service user feedback.

Maintaining appropriate records

Records will be kept for seven years.

CPSN records are maintained using cloud-based technology systems, covering HRIS, CRM and Operational documentation.

Forms that apply to this procedure

- Cash Out Leave Agreement
- Flexible Working Agreement
- Floating Holiday Agreement
- Request for Flexible Working Arrangement

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