



## DOCFRM006 – Leave Procedure

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## Introduction

The purpose of this procedure is to provide a mechanism by which employees can apply for and be granted leave.

It outlines the principals and procedures that are to be followed when any form relating to annual, personal/carers (paid and unpaid), compassionate, ceremonial, parental/adoption, community service, leave without pay, Rostered days off and long service leave.

## Statement of Authority

The provisions in this Policy have due reference to:

Current Employment Agreement and therefore must read with consideration of the relevant processes outlined in the agreement.

## Commencement of the Policy

This Policy will commence from 16 May 2018. It replaces all other policies of YBE relating to YBE Administration Uniform Policy.

## Intent

The procedure outlined below is intended to guide all personnel in the process of apply for leave at YBE.

## Relevant Definitions

- **Express leave** Payroll software online leave system
- **Annual leave** full time and part time employees are entitled to paid annual leave for each year of service.
- **GM** the General Manager of YBE or his/her delegate.
- **Code of Conduct** is the Code of Conduct required by all YBE employees.
- **Co-ordinator** a person employed by YBE under an employment contract as a Co-ordinator.
- **Community service leave** is for permanent employees who engage in an eligible community service activity which entitles them to be absent from their employment.
- **Compassionate leave** is a 2-day entitlement for permanent employees for each compassionate occasion.
- **Compassionate occasion** is when an immediate family or permanent household member contracts or develops an illness that poses a serious threat to his or her life or sustains a personal injury that poses a serious threat to his or her life or dies.
- **Current Employment Agreement** is the employees' contract of employment in force at any given time
- **Employee** describes employees, apprentices, trainees, agents and contractors (including temporary contractors).

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- **FW Act** Fair Work Act.
- **HR Manager** Human Resource Manager or his/her delegate.
- **Leave without pay** is for casual employees wishing to take leave outside of their roster and for permanent employees wishing to take leave without pay as approved by the CEO or their delegate.
- **LSL Act** Long service leave Act NT
- **Long service leave** is an entitlement for an employee who has been employed by YBE for not less than 10 years continuous service.
- **Manager** a person employed by YBE under a written contract as a Manager.
- **Parental leave** full time and part time employees are entitled to parental leave only if they have completed at least 12 months of continuous service with YBE.
- **Personal leave** full time and part time employees are entitled to personal/careers leave for each year of service at YBE, an employee is entitled to 10 days of paid personal/carers leave
- **Rostered Days Off** are an entitlement for full time EA employees. One day RDO is accrued after every 19<sup>th</sup> day worked.
- **Supervisor** a person employed by YBE under a written contract as a Supervisor.
- **Unpaid carers leave** an employee is entitled to 2 days of unpaid carer's leave for each permissible occasion when a member of the employee's immediate family, or a member of the employee's household, requires care or support.
- **YBE** YBE (2) Pty Ltd.

## Procedure

All Full and Part Time Employees must register for Attaché Express Leave

All unplanned leave must be communicated to the appropriate Supervisor/ Coordinator/ Manager prior to start of shift.

In the case of planned leave:

## Annual Leave

- All permanent and contract employees will be entitled to five weeks (25 days) paid annual leave per annum after twelve (12) months of completed service.
- All part-time employees will be entitled to five weeks (25 days) paid annual leave per annum after twelve (12) months of completed service that will be calculated on a pro-rata basis. All Annual Leave is paid at an employee's ordinary rate.
- The cashing out of annual leave is only permissible by employees if approved by a Manager. An employee needs to have at least 4 weeks annual leave leftover. A written request needs to be made each time annual leave is cashed out.

## Ceremonial leave

- This leave is agreed to as per Current employment agreement as approved by the General Manager in consultation with the chairman of the Board.

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### **Community Service Leave**

- This leave is agreed to as per FW Act and Current employment agreement.

### **Compassionate leave**

- This leave is agreed to as per FW Act and Current employment agreement.

### **Leave without pay**

- If a permanent employee wishes to take leave without pay, they must apply in writing to the General Manager. Such leave will only be granted in exceptional circumstances and if no other entitlements are available.
- All casual employees leave will be considered leave without pay.

### **Long service leave**

- This leave is agreed to as per FW Act, Current employment agreement, LSL Act.

### **Parental leave**

- This leave is agreed to as per FW Act.

### **Parental/adoption leave**

All permanent full-time and part-time employee are entitled to up to twelve (12) months unpaid parental leave at the completion of twelve (12) months of service for the purpose of:

- the birth of a child, being a child who is born to the employee or employee's spouse or defacto partner
- the placement of a child with the employee for adoption and is granted only if the employee has or will have the responsibility for the care of the child.

Casual employees who have been employed for regular periods of employment over the previous twelve (12) months and who have reasonable expectation of continuing their employment are also entitled to twelve (12) months unpaid parental leave.

### **Rostered Days off**

- This leave is agreed to as per Current employment agreement

### **Supporting Documentation**

- FW Act
- LSL Act
- Current Employment Agreement

### **Responsibilities**

The General Manager is responsible for the formulation of this policy, revision of the Policy and the determination of employee entitlements on recruitment.

The General Manager is responsible for the administration and the development of supporting procedures in accordance with this Policy.



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## Variations

*YBE reserves the right to vary, replace or terminate this policy from time to time.*

## Policy version and revision information

Policy Authorised by: General Manager

Original issue: 09/09/2013

Policy Maintained by: Business Manager

Current version: 2

Review date: 18/05/2018



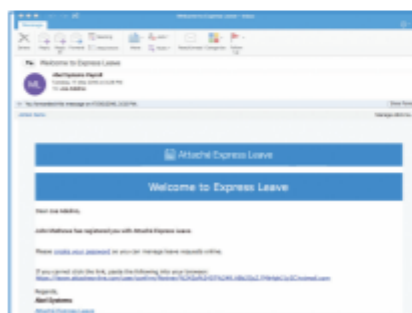
## Applying for leave

Need a holiday? Use Attaché Express Leave to apply for leave, check your leave balances and view your leave history.

Your employer uses Attaché Express Leave to manage leave requests online. Express Leave allows you to apply for leave anytime, via mobile, tablet or desktop. You can also view your leave entitlements and leave history and see a calendar showing other employees' leave and public holidays. Express Leave is very easy to use. Here are a few tips to get you started.

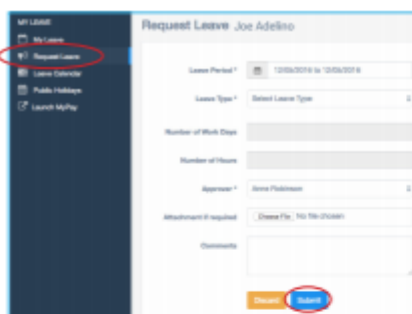
### Joining Express Leave

Your employer will send you a Welcome email. Click the link in the email to launch Express Leave and create your password.



### Applying for leave

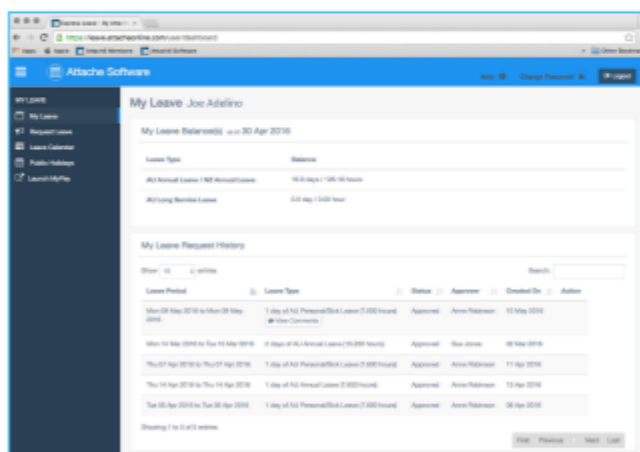
Choose **Request Leave** from the left-hand menu, complete the form and select **Submit**. You can attach a file (such as a medical certificate) or type in a comment. You will be advised by email that your request has been approved (or rejected).



### What leave do I have?

Choose **My Leave** from the menu to see your leave balances and history. You can also view the **Leave Calendar** to see public holidays and staff leave.

If you need to check your pay advice, choose **Launch MyPay** to open the app in a new tab.





## FAQs

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### Which browser or device can I use to access Express Leave?

You can use a PC or Mac running any of the following browsers:

- Safari 6 (or later)
- Firefox 33 (or later)
- Chrome 35 (or later)
- Internet Explorer 9 (or later)

You can also use the default browser on the following mobile devices:

- iPhone, iPad or iPad mini running iOS 7 (or later)
- Devices running Android 4.4 (or later)

### What if I forgot my password?

Click *Forgot your password?* on the Log In page and follow the forgot password process.

### What if I did not receive the registration email?

- Check the junk mail folder of your email account;
- If you remember your registered email address, please log in to Attaché Express Leave ([leave.attacheonline.com](http://leave.attacheonline.com)), click *Forgot your password?* and follow the forgot password process.

### Can I apply for a combination of half and full day leave?

In Attaché Express Leave you can apply for leave in half or full days. When applying for leave that includes a combination of half days and full days enter one leave request for the full days and one for each half day. If you are required to enter leave for anything other than these options, please discuss with your manager.

### How do I access Attaché Express Leave?

You can launch Express Leave from the link in any Express Leave email. If you don't have an email handy, go to Attaché Online ([www.attacheonline.com](http://www.attacheonline.com)) and choose **Launch App** on the Attaché Express Leave panel.

