

# POLICY

## 2.6 STAFF LEAVE

Supporting Procedure:	TBA	
Other Related Documents:	Policy 2.7 TOIL PHCC Leave Application Associations Incorporation Act 1987 (Western Australia) Fair Work Act 2009 Individual Contracts of Employment and Conditions of Service Public National Employment Standards (NES) Sector General Agreement 2008	
Category:	Human Resources	
Type:	Operational	Dates:
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Issued By:	Chief Executive Officer	01/07/2019
Approved By:	Chief Executive Officer	20/06/2019

### Introduction

Peel-Harvey Catchment Council (PHCC) is an Equal Employment Opportunity employer, providing a variety of leave types and opportunities that ensure the wellbeing of Employees and their families throughout the term of their employment.

Leave entitlements are set out in the Employment Contract and Conditions of Service which align with relevant awards and the National Employment Standards under the [Fair Work Act 2009](#).

### Definitions

For the purposes of this Policy:

**'CEO'** means Chief Executive Officer

**'Employee'** means all paid employed persons in PHCC

**'Equal Employment Opportunity (EEO)'** means that all peoples regardless of gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief have the right to be given fair consideration for a job.

**'Procedures'** are the documented practices that ensure alignment and compliance to policies

**'Supervisor'** is an employee who is the direct report of another employee

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### Policy Statement

This Policy relates to all leave as defined in Employment Contracts and Conditions of Service.

Leave entitlements are available to Employees as part of their working conditions and the PHCC will honour leave entitlements with a culture of supporting Employees' desires for leave whilst meeting the needs of the organisation, particularly project delivery and reporting requirements.

#### 1. Overview

- 1.1 Employees are expected to provide reasonable notice when applying for leave (excluding e.g. sick, compassionate, etc.) so that leave requests can be coordinated across the needs of the organisation
- 1.2 Immediate Supervisors may be delegated authority to approve leave for their teams. In doing so, Supervisors will consider staffing needs, (in conjunction with the CEO and Finance Manager) and project delivery / reporting requirements prior to authorizing leave
- 1.3 An application for leave should not be considered approval for leave and at times leave applications may need to be negotiated around the wants of the Employee and the needs of the PHCC
- 1.4 The Chairman will consider any requests for leave by the CEO
- 1.5 Leave requests will not automatically be approved and Employees booking holidays before receiving leave approval, do so at their own financial and other risk
- 1.6 Employees will be required to take all leave within the life of the project funding their employment, unless extenuating circumstances apply and if so, an application for leave outside the project framework may be approved by the CEO (only)
- 1.7 The PHCC may request an Employee take leave outside the life of the project, if funding is available and delivery of the project will be jeopardized (with approval of the CEO)
- 1.8 Applications for leave will only be considered when submitted on the appropriate Leave Application form
- 1.9 Employees may be required to use accumulated leave entitlements (including Long Service Leave), as directed by their Supervisor
- 1.10 Applications for leave without pay will only be considered after all other relevant leave credits have been exhausted. Approval of leave without pay is at the discretion of the CEO (only).