

CONVOY

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CONVOY TRANSPORT PTY LTD

Occupational Health and Safety

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TRANSPORT

Annual Leave Policy

Reviewed by: Jason Haywood Managing Director

Approved by: Jason Haywood Managing Director

1. PURPOSE OF THE POLICY

The objective of the Convoy Transport (**the Company**) leave policy is to provide clear guidelines on leave entitlements for company employees.

2. APPLICATION OF POLICY

It is the responsibility of the employee and their supervisor to adhere to this policy. This policy applies to permanent employees and part-time employees will receive pro-rata leave entitlements.

3. CONTENT

6. Annual Leave
7. Personal Leave
8. Carers Leave
9. Long Service Leave
10. Bereavement Leave
11. Parental Leave
12. Public Holidays
13. Leave without Pay
14. Jury Service
15. Other Leave

4. RESPONSIBILITIES – MANAGERS & SUPERVISORS

Managers and supervisor must comply with the policy including its authority levels and ensure all employees reporting to them strictly adhere to the policy.

Approve all reasonable requests for leave in a fair and equitable manner ensuring that the approval of leave applied for, does not adversely affect the operation of the organisation.

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5. RESPONSIBILITIES – EMPLOYEES

Employees must comply with the policy and submit an “Application for Leave” Form for any period of any absence, except for Personal, Carers and Bereavement Leave. Leave forms must be submitted for approval prior to the leave being taken. Please note, the submission of a leave form does not mean the leave has been approved.

6. ANNUAL LEAVE

The purpose of annual leave is for the rest and recreation of all employees. Employees may accrue their annual leave entitlement up to a maximum of forty (40) days, although they are encouraged to use their accrued leave entitlements each year.

Employees will be entitled to 20 days (pro rata for part time employees) of annual leave per service year.

Annual leave requests will be granted subject to operational requirements.

Employees must submit on a Company Application for Leave form to their supervisor or manager a minimum of four (4) weeks prior to the requested commencement date of the annual leave.

The Company will not reimburse employees for any expense incurred for making travel arrangements, which are subsequently cancelled due to the appropriate authorisation for annual leave not having been obtained.

An employee who wishes to reschedule an annual leave request may do so, with the approval of management.

Only accrued annual leave entitlements will be granted to an employee, however subject to special approval by the proprietor, an employee may be allowed to take annual leave in advance in special circumstances.

An employee wishing to be absent for a duration longer than their annual leave entitlement must apply for Leave without Pay for the balance of their absence. *Refer to section 14 of this policy entitled “Leave without Pay” for details on Leave without pay.*

If approval is not sort or is not granted and the employee does not attend their scheduled work place to work, the Company may take disciplinary action in accordance with, but not limited to the Code of Conduct and Performance and Misconduct Policy.

Employees who accrue more than 40 days of annual leave may be directed by the Company to take leave so as to reduce their leave balance to a total of 40 days or less.

If an employee falls ill during a period of annual leave, and produces suitable evidence, they can request to have the portion of their annual leave covered by the unfit medical certificate reversed and their Personal Leave debited for the same amount.

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APPLICATION FOR A PAY OUT OF ACCRUED ANNUAL LEAVE

Unless otherwise stated in an award or EBA, an employee who has accrued more than 20 days Annual Leave may apply to have the portion of leave greater than 20 days, paid as a lump sum. For example, an employee who has accrued 32 days annual leave may apply for a lump sum payout of 12 days. (32 – 20 = 12 days).

The lump sum will be taxed as if the employee earned the money in the same pay period that it is paid. Only one application for a pay out of accrued annual leave can be made by an employee in any given calendar year.

The decision to pay out accrued annual leave is at the discretion of the Owners who must consider the health and wellbeing of the employee and the financial implications to the company.

7. PERSONAL LEAVE

Employees accrue their personal leave entitlement up to a maximum of ten (10) days for each year of service. During periods of parental leave or leave without pay, personal leave does not accrue.

Untaken personal leave accumulates from year to year. Payment will not be made on termination in respect of personal leave accruals.

Employees must produce suitable evidence for any personal leave absences in all situations, unless specifically noted otherwise in an award or industrial agreement.

Should suitable evidence not be provided when required, the employee may not be paid for the period they were absent. The company may also decide to take disciplinary action in accordance with, but not limited to the Code of Conduct and Performance and Misconduct Policy.

If an employee has used all their accrued personal leave entitlements, the company may approve, on request, the payment of accrued annual leave as personal leave. If an employee has used all of their accrued leave entitlements, the Owners may grant either to pay annual leave in advance of up to a maximum of 20 days or grant Special Unpaid Leave.

Should suitable evidence not be provided to support the application for Special leave the employee will be deemed to be absent without permission and may be disciplined in accordance with, but not limited to the Code of Conduct and Performance and Misconduct Policies.

Employees must contact their Manager as soon as reasonably practicable, and as a minimum, within one (1) hour of their expected start time, to notify them of their absence due to illness and the likely duration of their absence (unless specifically noted otherwise in an award or industrial agreement). Text and or email communication is **NOT** an acceptable form of notification.

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8. CARERS LEAVE

Employees may use any of their accrued personal leave entitlement to care for an immediate family member due to an illness or injury. Employees must produce suitable evidence for any Carers leave absences in all situations, unless specifically noted otherwise in an award or industrial agreement.

Should suitable evidence not be provided when required, the employee may not be paid for the period they were absent. The company may also decide to take disciplinary action in accordance with, but not limited to the Code of Conduct and Performance and Misconduct Policies.

Employees must contact their Manager as soon as reasonably practicable, and as a minimum, within one (1) hour of their expected start time, to notify them of their absence due to illness and the likely duration of their absence (unless specifically noted otherwise in an award or industrial agreement). Text and or email communication is **NOT** an acceptable form of notification.

9. LONG SERVICE LEAVE

The purpose of long service leave is to provide employees with an opportunity to take extended leave after a significant period of employment with the Company. Long service leave provisions vary between Australian States and Territories, and accruals will be determined by the State or Territory in which the employee works.

Long service leave does not accrue during parental leave or leave without pay.

10. COMPASSIONATE LEAVE

Employees can take up to two (2) days (per occasion) upon the death or serious illness of an immediate family member, or a person with whom the employee had a close personal relationship. The definitions of a close personal relationship are;

- Spouse
- De Facto partner
- Child
- Parent
- Grandparent
- Grandchild
- Sibling

Requests from employees to extend their period of compassionate leave will be considered by their immediate manager. If the request is acceptable, the manager can approve the extension of compassionate leave.

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11. PARENTAL LEAVE

Employees must be employed for a period of twelve (12) months to be eligible for parental or paternity leave. An employee who is entitled to parental/paternity leave is entitled to return to the role they held immediately prior to taking leave, or a role comparable in nature and status. Where the entitlement to leave is not a legal requirement, then it shall be at the absolute discretion of the Proprietor.

MATERNITY LEAVE

Maternity leave shall be provided in line with the requirements outlined in the National Employment Standards currently being 52 weeks unpaid leave provided the requirements outlined in the National Employment Standards are fulfilled.

Part of the National Employment Standards mandated leave may be paid leave, if the employee is entitled to the government funded, or otherwise mandated Paid Parental Leave schemes.

PATERNITY LEAVE

Paternity leave allows male employees to provide care and support to their spouse upon the birth of a child. Paternity leave shall be provided in line with statutory requirements, currently being 1 week's unpaid leave. Employees can apply to use some of their accrued personal leave during this time or to extend this time.

ADOPTION LEAVE

The provisions of parental leave apply equally where an employee adopts a child.

12. PUBLIC HOLIDAYS

Employees will be entitled to paid public holidays gazetted in the State or Territory in which they work.

13. JURY SERVICE OR JURY DUTY

Employees will be supported in their requirement to attend jury service or to act as a witness in court. This policy does not apply where an employee is the defendant or instigator in court proceedings.

Employees will be paid normally while on jury service, and must provide proof of their requirement to attend. Any fee or payment received for jury service, with the exception of travel reimbursement, must be forfeited to the company.

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14. LEAVE WITHOUT PAY

Employees may request a leave of absence without pay for unusual or special circumstances. Requests for Leave without Pay will usually be limited to a maximum of three (1) month and will only be granted when other suitable types of leave accruals have been exhausted.

Leave without pay will only be granted in special circumstances and an employee's work performance, attendance record and length of service will be taken in consideration when making the decision.

Applications for "Leave without Pay" will only be authorised following consideration of the operational requirements of the Company, and must be approved by the Proprietor.

During periods of "Leave without Pay", no entitlements to long service leave, annual leave, rostered days or personal leave will accrue. Employees will not be paid for Public Holidays while on any form of Leave without Pay.

15. OTHER LEAVE

EMERGENCY SERVICES LEAVE

A manager can grant up to three (3) days of paid leave per accrual year to fulfil Emergency services duties if an employee who is a volunteer is called to assist in an emergency. Any leave in excess of three (3) days per year must be taken as annual leave or Leave without pay. Emergency services leave does not cumulate from year to year.

RESERVE DEFENCE FORCE LEAVE

Employees who are members of the Defence Force Reserves are entitled to one (1) week of paid leave per accrual year to participate in required activities. Documentation outlining details of activities must be provided to management upon request for leave. Defence Force Reserve leave in excess of (1) week must be taken as annual leave or leave without pay. Defence Force Reserve leave does not cumulate from year to year.

SPECIAL LEAVE

Special leave may be granted to accommodate needs that do not fall within the provisions of other leave outlined in this policy. Special leave may be granted with or without pay, depending on circumstances of the request. Special leave must not exceed three (3) days per accrual year and cannot be taken without the written consent of the Proprietor.



16. MORE INFORMATION

If an employee is unsure about any matter covered by this Policy, they should seek the assistance from their manager.

17. VARIATIONS

The Company reserves the right to modify any part of this policy at its discretion and in accordance with any required legislation changes.