



Employee Leave Policy

Document #	POL_04
Revision #	1
Date of Issue	05.07.19
Approved by	P.Walker
Status	Current

Purpose

The purpose of this policy is to describe the permitted methods of requesting leave and advising Managers of absences.

Unless specified otherwise, employees referred to in this policy mean permanent full-time or part-time employees.

Statement

All employees are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, employment contract or employment law takes precedence.

All planned annual leave must be approved in advance and a leave form completed and signed, except when the employee can't anticipate the absence. When booking annual leave provide 3 months' notice or as much as possible, to allow for planning.

Employees are expected to take accrued annual leave for Tytec Logistics Christmas close down periods. If insufficient leave is accrued, Tytec Logistics may direct an employee to take unpaid leave.

Tytec Logistics will decide on a case-by-case basis whether to agree with an employee to 'cash out' annual leave as permitted by workplace relations legislation or industrial instrument.

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

Management, at its discretion, may request evidence such as a medical certificate showing that the employee was entitled to take the requested leave during the relevant period.

Evidence of leave is mandatory for all personal leave taken for illness, on a Monday or a Friday or immediately prior to or after a public holiday.

Failure to either provide notice or if required, evidence, means the employee is not entitled to the leave and it may result in disciplinary action. Payment for leave taken will only be processed if a signed leave form is submitted to payroll.

Responsibilities

All employees must notify their manager as soon as possible of any absences by way of phone call and ensure a leave form is completed and signed for all periods of leave.

Paul Walker
Managing Director

July 2019