

## COMMUNITY SERVICE LEAVE POLICY

### POLICY STATEMENT:

Logifix Freight Solutions understand that people sometimes wish to, or are required to, contribute to the community. Logifix Freight Solutions makes provisions for three (3) types of community service leave - emergency assistance, jury duty and defence service.

For an employee to be covered by the Community Service Leave provisions, they must submit a Leave Application Form to their direct manager, providing notice of the absence, the period or expected period of absence and provide evidence that they are entitled to the leave.

### PROCEDURE:

#### 1. Emergency Assistance

- a. Logifix Freight Solutions understands and appreciates that some employees may belong to the local State Emergency Services or other worthy organisation. In times of crisis or emergency, Logifix Freight Solutions permits employees to take unpaid leave in order to assist with a crisis or emergency in their local area.
- b. A recognised emergency management body is:
  - a body that has a role or function under a plan that is for coping with emergencies and/or disasters (prepared by the Commonwealth, a state or a territory)
  - a firefighting, civil defence or rescue body
  - any other body which substantially involves responding to an emergency or natural disaster.This would include bodies such as the State Emergency Service (SES), Country Fire Authority (CFA) or the RSPCA (in respect of animal rescue)
- c. Any employee wishing to lend support or service to a recognised emergency management body in times of crisis or emergency, may do so by taking unpaid leave.
- d. The employee must contact their direct manager as soon as possible and complete and submit a Leave Application Form. Logifix Freight Solutions may request the employee to alter the day/s they offer support due to the needs of the business, but the employee does not have to agree to this request. Logifix Freight Solutions commits to supporting employees in their community service endeavours in a crisis.
- e. All employees are requested to stay in regular contact with their direct manager to advise them of their situation and their intended return to work date.
- f. Community Service Leave will only be granted where the employee is assisting in their own local or immediate surrounding areas.

## **2. Jury Duty**

- a. Logifix Freight Solutions encourages all employees to perform community services such as Jury Duty. In some instances, the requirement of a key employee to perform Jury Duty may have a significant negative impact on the business, and in this case, the Managing Director and/or General Manager will submit a request to the court for a change of date for the employees' Jury Duty or exemption from duty.
- b. Employees requesting to take Jury Duty leave must supply Logifix Freight Solutions with a copy of their notification of service.
- c. Logifix Freight Solutions will pay permanent full time or part time employees at their normal rate of pay during Jury Duty, where the employee was rostered to work those days. Logifix Freight Solutions is entitled to deduct from this payment any jury service pay that is paid, or payable, to the employee for this period.
- d. The employee must provide evidence to Logifix Freight Solutions of the amount of jury service pay paid, or payable, for the days on which Logifix Freight Solutions is required to pay the employee (even if it is a nil amount). No payments will be made until such evidence is supplied.

## **3. Defence Service**

- a. Logifix Freight Solutions understands and appreciates that Australia's Defence Reserves are an essential component of the Navy, Army and Air Force. Our Reservists make a vital contribution to the defence and security of Australia, and to Australia's contribution to the global community as a good world citizen.
- b. Any employee wishing to lend support or serve as an Australia's Defence Reserve, may do so by taking unpaid leave.
- c. Employees requesting to take Defence Service leave must supply Logifix Freight Solutions with a copy of their notification of service.
- d. All employees are requested to stay in regular contact with their direct manager to advise them of their situation and their intended return to work date.