

ANNUAL LEAVE

POLICY STATEMENT:

Logifix Freight Solutions believes that its employees will benefit from scheduled leave time to enjoy relaxation and recreation and return to work rejuvenated. It is the policy of Logifix Freight Solutions to comply with all legislative requirements in regard to Annual Leave.

PROCEDURE:

1. Eligibility

- a. All permanent full time and part time employees are eligible to receive paid Annual Leave. Casual employees are not entitled to paid Annual Leave.
- b. Permanent full time employees are entitled to twenty days (20) paid Annual Leave for each full year of service. Permanent part time employees are entitled to the appropriate pro rata amount of Annual Leave.
- c. Although probationary employees will accrue Annual Leave hours, they will not normally be eligible to take Annual Leave during their probationary period unless approved by the General Manager or Managing Director.

2. Annual Leave Accruals

- a. Eligible employees accrue Annual Leave progressively, on each payday, according to the employee's ordinary hours of work.
- b. Annual Leave accrual will not be earned during any period in which the employee is on an unpaid leave of absence.
- c. Permanent part time employees will accrue Annual Leave on their average weekly ordinary hours of work.

3. Annual Leave Scheduling

- a. Annual Leave is discouraged during the months of November and December, being the peak period of trading for Logifix Freight Solutions.
- b. Each employee has the responsibility to see that Annual Leave absences do not disrupt the operation of the business. All Annual Leave must be taken only with the approval of the employee's direct manager.
- c. If any conflicts in scheduling should arise, they will be resolved with regard to when the request was made.

- d. It is the policy of Logifix Freight Solutions that all employees take their accrued Annual Leave regularly in order to relax and rejuvenate. It is the preference of Logifix Freight Solutions that each employee take their full accrued Annual Leave annually.
- e. Logifix Freight Solutions reserves the right to direct an employee to take a period of Annual Leave with reasonable notice.

4. Annual Leave Exceptions/Adjustments

- a. When a Public Holiday falls within an employee's Annual Leave period, the Public Holiday is not considered to be an Annual Leave day, and the Annual Leave entitlement usage will not include the Public Holiday.
- b. Employees who become seriously ill or injured during an approved Annual Leave period may use any available Personal Leave in lieu of Annual Leave. A doctor's written report, subject to Logifix Freight Solutions' approval, will be required. In the event that Annual Leave has been pre-paid, any Annual Leave entitlement will be reinstated, and Personal Leave entitlements reduced accordingly.

5. Annual Leave Pay upon Termination

- a. In cases of termination for whatever reason, eligible employees will receive payment for all earned, unused Annual Leave in their final pay.
- b. If terminating employees have taken Annual Leave prior to earning it, an appropriate deduction from the unearned Annual Leave taken will be made from their final pay.
- c. Leave cannot form part of any notice period without prior mutual agreement. If the employment is terminated for whatever reason, the notice period will not include any period of annual leave.

6. Annual Leave Applications

- a. Employees wishing to avail themselves of Annual Leave must complete and submit a Leave Application Form to their direct manager at least six (6) weeks prior to the start of the requested period of leave. In exceptional circumstances leave requests may be granted without the required notice period.
- b. If the leave request is granted, the direct manager will approve and sign the Leave Application Form and provide the employee with a copy of the approved form. Employees should not make confirmed arrangements until they have received this approval confirmation in writing.
- c. Logifix Freight Solutions endeavors to approve all other Annual Leave requests; however approvals are subject to business demands, schedules, other staff on leave and other factors. Logifix Freight Solutions will endeavor to work with an employee whose Annual Leave request is refused to identify an alternative suitable leave time. Logifix Freight Solutions will not accept any responsibility, financial or otherwise, for any employee who confirms travel arrangements prior to receiving formal approval of their leave dates by way of a signed and approved Leave Application Form.
- d. If an annual leave request is made subsequently denied, any claim of sick leave or compassionate leave (or other leave) that coincides with the annual leave dates requested will automatically



require a full investigation. If fraudulent behavior is uncovered this may lead to formal disciplinary action including possible termination of the employment.

- e. Approved Leave Application Forms are to be submitted to the General Manager and the Accounts & Office Manager. A copy will be placed on the employees' personnel file for reference.