

## COMPASSIONATE LEAVE

### POLICY STATEMENT:

Logifix Freight Solutions recognises and appreciates that from time to time employees will be affected by serious illness or the death of an immediate family member. Logifix Freight Solutions provides two (2) days of paid leave for permanent full time and part time (pro-rata) employees for each occasion when a member of the employee's immediate family or household:

- contracts or develops a personal illness that poses a serious threat to his or her life
- sustains a personal injury that poses a serious threat to his or her life
- deceases

Members of an employee's immediate family include:

- a spouse, child, parent, grandparent, grandchild or sibling of the employee, or
- a child, parent, grandparent, grandchild or sibling of a spouse of the employee.

Where the employee requires leave for the illness or death of someone outside their immediate family, accrued time in lieu, accrued Annual Leave or leave without pay may be used with the employee's direct manager's approval.

Casual employees are accordingly entitled to unpaid Compassionate Leave, up to a maximum of two (2) days per occasion, when required.

### PROCEDURE:

- a. All employees who feel they should be considered for paid Compassionate Leave should request Compassionate Leave from their direct manager. This request should include the details of the situation and the number of days required. Logifix Freight Solutions may require the provision of appropriate evidence to support a request for Compassionate Leave to confirm entitlement.
- b. The manager will consider the request and advise approval or otherwise as soon as possible.
- c. Employees who suffer a death in the immediate family will be granted up to two (2) days paid leave of absence to handle the necessary family details and to attend the funeral.
- d. Any employees who are notified of a death in their immediate family while at work, and leave early, will be paid for the hours not worked. These hours will count toward the two (2) days' paid leave of absence.
- e. Employees may extend their Compassionate Leave by utilising additional days of accrued Annual Leave, when available and approved in advance. If all accrued time in lieu and accrued annual leave pay has been exhausted, the employee may take additional unpaid leave, subject to approval by their direct manager.
- f. Pay in lieu of taking compassionate time off is not permitted.

- g. Compassionate Leave must occur at the time of the family member's death and/or injury. Requests for leave after some time has passed will not be approved.
- h. Where an employee wishes to take time off due to the serious illness or death of a person who is not an immediate family member or a member of the household, they may request the use of Annual Leave, Long Service Leave (LSL), or unpaid leave and the business will make every effort to accommodate this request.