

## PERSONAL LEAVE

### POLICY STATEMENT:

Logifix Freight Solutions recognises and appreciates that from time to time employees will be unable to report to work as scheduled due to being unwell (inability to attend work).

Logifix Freight Solutions provides its permanent full time and part time employees, who meet all eligibility requirements paid Personal Leave based on individual circumstances under which absence becomes necessary. This Leave is provided as Personal Leave, as described below.

Permanent full or part time employees absent from work due to personal illness or injury may be eligible for paid Personal Leave during their absence. Paid Personal Leave may also be available to permanent full or part-time employees to provide care and support to a member of the employee's immediate family in the same household due to illness or injury or an emergency affecting the family member.

Personal Leave pay is accrued and available for these purposes only. It is not earned as a form of compensation, additional time off or vacation, cannot be cashed out and is not paid out at termination of employment.

### PROCEDURE:

#### 1. Personal Leave Accrual

- a. All permanent full time employees accrue ten (10) days of Personal Leave each year.
- b. Permanent part time employees accrue ten (10) days of Personal Leave on a pro-rata basis, based on their average hours of work.
- c. Personal Leave is accrued each pay period, based on the ordinary hours of work for the period, including paid public holidays, annual leave and paid Personal Leave taken. It does not accrue on overtime, time-in-lieu, or during unpaid leaves of absence.
- d. Any accrued Personal Leave is forfeited when an employee ceases employment with Logifix Freight Solutions, or when an employee transfers from a permanent to casual role.

#### 2. Eligibility Requirements

- a. Personal Leave is only available in the following situations:
  - when the employee is unfit for work because of a personal illness or injury
  - when the employee is required to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires such care or support due to illness or injury or an emergency.
- b. It cannot be used for appointments, including specialist appointments, unless the employee is unwell and unable to attend work.
- c. It is not a 'personal day' to be taken because you want a day off.

- d. To be eligible for Personal Leave pay, employees must:
- Notify their direct manager at least two (2) hours before their scheduled start time, or where this is not practicable, as soon as possible. Notification must occur by either telephone or text message. Email is not acceptable. The General Manager or Managing Director must be contacted. It is not acceptable to contact a work colleague.
  - State the reason for the absence.
  - Have the absence approved by the General Manager or Managing Director.
  - Keep their direct manager informed of conditions during the absence, including providing medical certificates when required.
- e. Employees absent for two (2) or more consecutive work days must provide a medical certificate for themselves, or for the family member they were caring for, confirming that the employee was unable to work, or the employee was required to provide care to a family member. Medical attendance forms are not acceptable.
- f. Employees absent the day before or after a long weekend or public holiday, or on a Monday or Friday are required to provide a medical certificate for themselves or for the person they were caring for.
- g. Employees who establish a 'pattern of absence' will be asked to provide a medical certificate on each occasion they declare they are unable to work due to illness.
- h. When an employee has been absent for a period of ten (10) or more consecutive days or has suffered a non-work related injury, Logifix Freight Solutions may supply the employee with documentation to be completed by a medical practitioner outlining what duties they are able to perform so as not to exacerbate the illness or injury. It is a requirement for the employee to comply with this request.
- i. Employees who are absent on a regular basis may be required to participate in a discussion to determine what strategies could be implemented to reduce absenteeism.
- j. Employees who are ill or injured or are required to care for an ill or injured family member and have used all of their accrued Personal Leave can, at the request of the employee, use any of their Annual Leave entitlements to make up any shortfall. Otherwise, the employee will be required to take leave without pay. Employees under these circumstances are still required to adhere to the steps outlined in Point (b) above.

### **3. Ineligible Situations**

- a. Personal Leave pay will not be provided to employees as an extension of vacation or holiday time. Employees who become ill or injured during their Annual Leave may use accumulated Personal Leave but will be required to submit a doctor's certification of the illness. Any Annual Leave entitlement that subsequently changes into the use of Personal Leave will be reinstated.
- b. Personal Leave pay will not be provided to employees who do not adhere to the steps outlined in Point (2b) above.

- c. In the event that an employee has no accrued Personal Leave, and they are unwell and unable to attend work will take leave without pay. Annual Leave may be used upon request from the employee when no Personal Leave is available.
- d. Employees who are excessively absent from their jobs without the required medical approval are subject to disciplinary action, including termination. Employees who fail to provide medical certificates as requested in Point (2) above will not be eligible to use their Personal Leave for these absences, and therefore any such leave will be unpaid leave.
- e. Personal Leave pay is to be used only for legitimate illness or injury. It is not meant for extra annual leave or unauthorised absence. If Logifix Freight Solutions determines that any employee has misused or abused paid Personal Leave, that employee may be subject to disciplinary action, including termination.
- f. Terminated employees are not eligible to receive accrued unused Personal Leave pay.

#### **4. Casual Employees - Unpaid Personal Leave**

- a. Casual employees are not entitled to paid Personal Leave.
- b. Casual employees are required to work their schedule as provided. In the event that a casual employee is sick or is required to take care of a family member, Logifix Freight Solutions requires the casual employee to follow the notification and medical certificate guidelines outlined in Point (2) above.

#### **5. Personal Leave Record Keeping**

- a. Personal Leave is tracked and recorded using the business' payroll system. Personal Leave is entered by management on behalf of Logifix Freight Solutions employees.
- b. Personal Leave is only payable for days on which an employee is usually scheduled to work. It is not payable on usual days off or public holidays.
- c. Personal Leave will be paid in the pay period in which the leave occurs. The applicable Personal Leave will be deducted from the accrued entitlements.