

Annual & Personal Leave

Policy

Last updated: 7th December 2023

Purpose

Do Harvey Pty Ltd (**"the Company"**) will endeavour to, where possible, approve leave requests by employees in order to best accommodate personal, family, work and community commitments, without compromising the achievement of the Company's business objectives. Leave entitlements are outlined under the National Employment Standards in the Fair Work Act 2009 (Cth) (**'the Fair Work Act'**).

The purpose of this policy is to set out employees' entitlements to leave and the manner in which leave must be requested by employees. To the extent of any inconsistency between this policy and the legislation referred to above, the provisions of the legislation shall prevail.

Annual Leave

Entitlements

Permanent full-time employees are entitled to **4 weeks' paid annual leave per year** (pro rata for permanent part time employees), which accrues progressively throughout the year according to an employee's ordinary hours and is cumulative from year to year. Casual employees are not eligible for paid annual leave.

Procedure for requesting annual leave

After your request for annual leave has been approved in advance by management (use slack channel #ops-leave to request from your manager), please follow the below steps:

- Log leave time in Xero
- Log leave time in the Google Calendar 'Annual Leave' and personal calendar
- Management will reflect leave in the Finance resourcing spreadsheet

You can check your accrued leave balance anytime in your Xero payroll.

Personal / Carer's Leave

Entitlements

Full-time employees are entitled to **10 days of paid personal/carer's leave** for each year. An employee's entitlement to personal/carer's leave accrues progressively throughout the year according to the number of ordinary hours that the employee works and is cumulative from year to year. Part-time employees are entitled to paid personal/carer's leave on a pro rata basis. Casual employees are not eligible for paid personal/carer's leave.

Personal/carer's leave refers to both sick and carer's leave. The entitlement to receive personal/carer's leave arises as follows:

- where an employee is unfit to work because of personal illness or injury; or
- an employee is required to provide care or support to a member of their immediate family or household due personal illness, injury or an unexpected emergency.

For the purposes of this Policy, 'immediate family' means a spouse, former spouse, de-facto partner, former de facto partner, child, pet child, parent, grandparent, grandchild or sibling of the employee; or a child, parent, grandparent, grandchild or sibling of the spouse, de-facto partner or former de-facto partner of the employee.

Procedure for requesting personal/carer's leave

- An employee shall, where practicable, advise their manager by phone call or text message of their inability to attend for work prior to the commencement of their shift and as far as possible the nature of the illness or situation and the estimated period of absence; and
- On return to work after a period of personal/carer's leave, an employee will be required to log the appropriate leave in Clockify and Xero on the day of their return.

Managing Public Holidays

For specific public holidays (e.g. Melbourne Cup, Australia Day, AFL Grand Final Day), employees have the option to work on these days and take an alternative day off at their discretion with approval from their manager.

- It is expected that employees manage this arrangement independently.

- Note: logging such alternative leave days (in lieu of Public Holiday) in Xero is not required, as it is preferred that individuals handle this process informally. Once the day off has been approved by my management, notify the team in #ops-leave and reflect it in Annual Leave google calendar.