

# Leave



# Leave Entitlements

Leave Type	
Annual Leave	Full-time/part-time employees get 4 weeks (5 for shift workers) plus 17.5% loading. Excessive leave balances (over 8 weeks) may be addressed with agreement or employees can be directed to take leave at a mutually agreed time.
Personal/Carer's Leave	Full-time staff have 10 days annually. Casuals can access 2 unpaid days per occasion.
Compassionate Leave	2 paid days (unpaid for casuals) for family loss or critical illness. Please note, the immediate family definition has been expanded
Family & Domestic Violence Leave	10 paid days annually for any staff experiencing family and domestic violence.
Long Service Leave	Employees are entitled to long service leave according to state or territory laws. After 7 years, proportional leave is available in specific termination scenarios, such as illness, certain termination scenarios or if the employee is based in Victoria <b><i>Employees hired before 26<sup>th</sup> Nov 2024 will continue to accrue leave at 1.3 weeks per year.</i></b>

# Leave Entitlements

Leave Type	
<b>Parental Leave</b>	Employees may take up to 24 months of unpaid parental leave, either continuously or flexibly, after a child's birth or adoption. Eligible employees can access six weeks of paid parental leave (or extend to twelve weeks at half-pay). The leave period must begin within 24 months of the child's birth or placement
<b>Special Leave</b>	Requests for special leave with or without pay may be approved at the discretion of the relevant Executive General Manager.
<b>Community Service Leave</b>	Employees may apply for unpaid Community Service Leave when participating in an eligible community service activity. This leave covers the time spent in the service, reasonable travel, and rest periods afterward.
<b>Defence Force Leave</b>	Employees engaged in Defence Force activities such as Reservist Training, or serving with the Australian Defence Force, may apply for leave to attend such activities in accordance with relevant legislation.
<b>Jury Leave</b>	Full-time & part-time employees receive 10 days 'make-up pay' which is the difference between any payment from the court and their usual pay.
<b>Ceremonial Leave</b>	Any employee that is legitimately required by indigenous tradition to be absent for Aboriginal or Torres Strait Islander ceremonial purposes up to 10 days.

# Leave

Leave requests can be made via **Manage Absences** under the **Time** menu

You are not required to enter leave into your timesheet.

Select the type of leave you would like to apply for, noting that you only need to do this for your scheduled days of work only.

If your schedule is incorrect, please ask your leader to update it for you

### Manage Absences

 **Lucy Liu**  
Disability Support Worker

[View all requests](#)

<b>Annual Leave</b> 08/11/2024 7.60 Hours Approved	<b>Personal Leave</b> 09/10/2024 7.60 Hours Approved	<b>Annual Leave</b> 18/02/2025 76.00 Hours Approved
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[Create a new Request](#)

\*Absence Name

- Select Absence Name
- Annual Leave
- Annual Leave COVID-19 shutdown
- Annual Leave Forced Shutdown
- Carers Leave
- Carers Leave WOP
- Ceremonial Leave WOP

#### Manage Absences



# Leave

**Q. I'm only taking a partial day of leave, what do I need to do?**

You can request **Partial Hours** when submitting your absence request.

Enter the hours you would like to take as leave, including the start time so the Carelink and rostering systems can be updated.

**Q. Can I apply for leave on a day I'm not scheduled to work?**

No, you can only apply for leave on a day you are scheduled to work – at or below your scheduled daily hours.

The system will not pay you so if your schedule is incorrect, please speak to your leader.

A warning message will let you know when your approved leave and time entered into your timesheet don't reconcile

# Leave Errors



If there is an error with your leave, it will show up in your **Day Summary** as well as under **Exceptions**

You might see this error when:

- You are on leave but your leave hours are **less** than your schedule
- When you have claimed leave hours that are **more** than your schedule
- When total worked hours (including any meeting or training hours) exceed your daily schedule

You must resolve all exceptions prior to the system being locked

Go to **ESS** → **Time** → **Exceptions**

Adjust your work hours to match your schedule for each exception, or talk to your leader if you need your schedule updated





# Deadlines

## Timesheet & Leave submissions

5pm Friday fortnight ending

## Manager Approvals

5pm Monday (of pay week)

## Off-cycle requests:

By 4pm Thursday

### IMPORTANT!

Check status of your timesheet to ensure its approved



Saved.

Not yet submitted



Submitted.

Pending manager approval.



Completed and approved.

No further action.

## Need Support?



Call us

07 3900 5460



Submit an enquiry via

[#TeamPossible Support Hub](#)

# Want more information?



**Speak to the People Experience team – 07 3900 5460**

**#Team Possible**  
support hub

**Log a ticket in the [#TeamPossible Support Hub](#)**



**Check out the [intranet page](#) for more information**

Have questions about the new enterprise agreement?

Check out the [EA intranet page](#) or log a ticket under [‘EA’](#)

