

HR3.1 Leave

Purpose

1. To set out guidelines for employees in relation to the taking of various types of leave and ensure that employees taking leave has minimal impact on service delivery.
2. This policy accompanies the National Employment Standards contained within the 'Fair Work Act 2009' and the relevant Award where applicable.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Fair Work Act 2009

Key Responsible Executive

Chief Executive Officer

For More Support

Your People Manager

Policy Statement

1. SAVVY employees are entitled to leave as set out in their relevant award.

Procedures

1. Employees seeking to draw down on their leave balances should have a conversation with their People Manager. Agreed leave must be requested through Employment Hero or TurnPoint. Leave will be granted unless there is significant disruption to service delivery (such as multiple people on leave at the same time).
2. Employees seeking to draw down on Parental Leave in accordance with the National Employment Standards should have a conversation with their People Manager.

References to other SAVVY policies and external sources

1. Nil

Summary of attachments

1. Nil

Version Control

1. 1 April 2023 - New Policy Creation