

Name:	<b>APPLICATION FOR LEAVE PROCEDURE</b>
Approval Date:	6 December 2022
Version	4

### **PURPOSE**

The purpose of this procedure is to improve the human resource management of the organisation and employees when leave is requested, to ensure our responsibilities of meeting client care outcomes is not compromised and to meet our organisation's policy.

### **SCOPE**

This procedure applies to all Glasshouse Country Care employees (full-time, part-time, fixed term, casual, voluntary, and temporary) for the duration of their employment.

### **PROCEDURE**

#### **PLANNED LEAVE**

Any permanent full-time, part-time or casual employee requesting leave must complete a leave request via VisiCase. If the leave request process is not completed, leave may not be granted and any leave taken may be classed as unauthorised absence, payment will not be made for unauthorised leave taken by permanent staff.

All requests for leave should be given at least 2 weeks prior to the requested leave. If possible 4 weeks' notice is preferable so rosters may be covered. If an employee wants to take 3 or more weeks leave at one time, then you are required to give 8 weeks' notice due to organisational requirements. In some extenuating circumstances leave may be agreed with less notice, however this must be agreed with the Team Lead, Manager or General Manager before a leave request is processed in VisiCase.

***Requests for Leave will only be approved if all client care rosters are met. Leave requested for school holidays will be on a rotational basis.***

The application must be completed and approved before annual leave, long service leave, or unpaid leave is taken. All annual leave greater than two weeks must be approved by the General Manager.

#### **Personal, Carer and Compassionate Leave**

A team leader or manager can approve up to two personal leave days. All Carer and Compassionate leave must be agreed by the General Manager.

A doctor's certificate is required for personal leave of more than two consecutive days.

#### **UNPLANNED LEAVE**

During working hours all unplanned personal leave must be requested via the Team Lead, Manager or General Manager before the request is processed through VisiCase. Outside of office hours the Emergency phone should be contacted to request unplanned leave, the duty worker will notify the employee's Team Leader, Manager or the General Manager as soon as possible and at a minimum by the usual start time of the employee.

A leave request must be completed, through VisiCase immediately after contacting the Team Lead, Manager, General Manager or Emergency Phone

### **Training or Placement Leave**

Staff undertaking any training that requires leave must complete a request for leave via VisiCase. If possible 4 weeks' notice is preferable so rosters may be covered. If an employee wants to take 3 or more weeks leave at one time then you are required to give 8 weeks' notice due to organisational requirements.

***Application for leave will only be approved if all client care rosters are met.***

### **Recording Annual Leave**

Annual leave taken and owing to permanent staff is tracked and updated on VisiCase by the administration team.

### **RESPONSIBILITY**

The General Manager has primary responsibility for the management of staff and services covered by this procedure.