

Frontline to the Frontline

Leave Policy

Policy

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Document Information

|  |  |  |
| --- | --- | --- |
| Name of policy | Leave Policy | |
| Description of policy | Details leave processes and entitlements for all Triple Zero Victoria employees | |
| Policy applies to | Organisation-wide  Specific (outline location, site, organisational unit etc.) | |
| All Staff | Nominated staff |
| Policy Status | New | Revision |
| Description of revision |  | |

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|  |  |
| --- | --- |
| Related documents: legislation, policies, procedures, guidelines and local protocols | Support Staff Enterprise Agreement 2021  Operations Enterprise Agreement 2024  Instrument of Authorisations and Delegations Policy  Code of Ethics  Leave Donation Policy and Procedure  Overtime and On-call Policy and Procedure  Guideline shift vacancy and overtime allocation  Procedure Recognition of Prior Service  Welfare Absence work instruction  Planned Leave Frequently Asked Questions  Recognition of Prior Service Policy  Transition to retirement  Parental Leave Policy  Request for purchased leave form  FCS Leave Application Operations form  FCS Leave Application for Support Office |

\* Unless otherwise indicated, this procedure will still apply beyond the review date.

# Further advice and information

Please contact [peopleservices@triplezero.vic.gov.au](mailto:peopleservices@triplezero.vic.gov.au)

# Update history

|  |  |
| --- | --- |
| DATE UPDATED | SUMMARY OF CHANGE |
| V0.1 | Initial update 16/12/2022 engagement with WPR and PCP 27/7/2023 sent to ECS for further comments |
| V0.2 | Updated after comments, sent for further consultation |
| V0.3 | Updated and sent to ED PCP and EDECS for consultation |
| V0.4 | Sent to union for consultation |
| V0.5 | Updated after union consultation |
| V0.6 | Feedback from union |
| V0.7 | Updated after union feedback |
| V0.8 | Provided as part of heads of agreement |
| V0.9 | Updated to new template |
| V0.10 | Updated to reflect new instrument of delegation |
| V0.11 | Updated after feedback from PCP |
| V0.12 | Provided to WR for final check |
| V0.13A | Pre commencement update after feedback from WR |
| V0.13B | Post commencement update after feedback from WR |

# Purpose

The purpose of the Leave Policy is to provide an overview of matters relating to leave for Operational and Support Office employees at Triple Zero Victoria (TZV) to ensure that 24/7 service delivery is maintained to Triple Zero Victoria’s emergency service partners whilst striving for the best health and safety outcomes.

# Scope

This policy applies to all TZV employees (including casuals) who are covered by the Triple Zero Victoria Operations Enterprise Agreement 2024 (**Operations Agreement**) and Emergency Services Telecommunications Authority Support Staff Enterprise Agreement 2021 (**Support Agreement**) (collectively, the Enterprise Agreements).

This Policy is to be read in conjunction with those Enterprise Agreements.

In the event of any inconsistency between the terms of this Policy and the Enterprise Agreements, the Enterprise Agreements prevail to the extent of the inconsistency.

# Definitions

|  |  |
| --- | --- |
| Term | Definition |
| Annual Leave | Time off work for private recreational activities or other personal activities. |
| Assisted Reproductive Treatment | Medical assistance provided to address infertility. |
| Automatic Approval | System generated approval from the Aspect Workforce Management (WFO/WFM) system, where requests meet the group allowance criteria for that team/Service. |
| Carer’s Leave | Time off when an employee needs to provide care or support to a member of their immediate family or household who is sick or injured or where they are the subject of an emergency. |
| Career Break | Is an extended period of leave without pay for up to 12 months for purposes such as:   * study * extended travel * attending to family responsibilities or other personal circumstances * significant social or community responsibility; military service; and/or * another relevant reason. |
| Compassionate (Bereavement) Leave | Time off to spend with a person who is a member of your immediate family or household who has either sustained a personal injury or contracts or develops a personal illness that poses a serious risk to that person’s life, or after the death of a member of your immediate family or household. |
| Contingent Workers | Contractors are treated in the same manner as casual employees; they are paid for hours worked and do not accrue leave.  Contractors are not considered 'employees' they are referred to as a contingent worker.  This policy doesn't not apply to contingent workers. |
| Cultural and Ceremonial Leave | Applicable to personnel who identify as Aboriginal or Torres Strait Islander, where leave is undertaken to participate in traditional law and ceremonial activities. |
| Defence/Reservist Leave | Time off to support an employee in fulfilling any mandatory service requirements with the Australian Defence Force. |
| Family (Domestic Violence) Leave | Includes physical, sexual, financial, verbal, or emotional abuse by a family member as defined by the Family Violence Protection Act 2008 (Vic). |
| Group Allowances | Calculation undertaken by Forecast Analysts to identify the total available leave allowances available for each rostered team in each service area. Calculations are reviewed every 3 months and total balances approved by Executive Managers Emergency Communications Services. If individual leave meets the criteria for group allowance, it is automatically processed in the Aspect WFM system. |
| Immediate Family | A spouse, de facto partner, child, parent, full-time guardian, ward, grandparent, grandchild, or sibling of the Employee; or a child, parent, full-time guardian, ward, grandparent, grandchild, or sibling of a spouse or de facto partner of the employee. Also includes a member of their household. |
| Infectious disease | A disease caused by a pathogenic organism.  Infectious diseases are caused by infectious agents (bacteria, viruses, parasites and fungi and their toxic products). Many infectious diseases are also communicable diseases, meaning they can be passed from one person or animal to another. Transmission can occur directly (through contact with blood and bodily fluids) or indirectly (through contaminated food, water or surfaces) or by means of vectors (such as mosquitoes). |
| Jury Duty (Service) | Time off if an employee is called to fulfill jury service. It does not apply to court proceedings which the employee has brought, or which have been brought against the employee. |
| Leave without Pay | Leave without pay is unpaid leave to support employees with special circumstances that are not covered by other types of leave. |
| Long Service Leave | Time off to recognise a long period of continuous service with TZV |
| Member of Household | A person who normally lives at the same residence as the employee. |
| Operations | Employees covered by the Operations Enterprise Agreement. |
| Parental Leave | Leave associated with the birth of a child of the employee or employee’s spouse, or placement of a child, with employee for adoption or placement of a child under a permanent care order. The employee has or will have responsibility for the care of the child. |
| Personal Leave | Term used by TZV to encompass sick and carer’s leave. |
| Primary Caregiver | The person who is the primary carer of a newborn or newly adopted Child. The primary carer is the person who meets the Child's physical needs more than anyone else. Only one person can be a Child's primary carer on a particular day. |
| Public Holiday | A holiday generally established by law and is usually a non-working day during the year. |
| Purchased Leave | Where an employee purchases additional weeks of leave on a financial year basis by sacrificing part of an annual salary. |
| Secondary Caregiver | A person who has parental responsibility for the Child but is not the Primary Caregiver. |
| Sick Leave | Time off when an employee is sick or injured and cannot attend work. |
| Study Leave | Time off to support an employee to enable them to attend university or prepare/attend exams pursuant to a bachelor or post-graduate university qualification that is being funded (or partially funded) by TZV. |
| Support Office | Employees covered by the Support Enterprise Agreement. |
| 38 Week in Lieu | The payment for or accrual of time off, for additional hours worked on average above 38 hours per week (applicable to ECS employees on roster A, B or D rosters only). |
| Time in Lieu | Rotational accrued overtime or overtime banked as time (as opposed to payment) for overtime hours worked. |
| Welfare Absence | Applicable when an employee is unable to fulfill their duties and ends their shift early due to being impacted by a work-related incident. Welfare Absence is only to be applied for the remaining hours of the shift when the employee was impacted. |
| Welfare Break | Applicable when an employee takes time away from their duties outside of their scheduled break time due to having been affected by a work-related incident and the employee then returns to their duties on that same shift.  Note: An employee seeking time off the operations floor due to feeling unwell is not considered to be a welfare break. |

# Responsibilities

1. Legislation and Industrial Agreements

The National Employment Standards (NES) are the minimum standards of employment set out in the [Federal Register of Legislation - Fair Work Act 2009](https://www.legislation.gov.au/C2009A00028/2017-09-20/text) which apply to all national system employees and employers.

Any entitlements over and above the minimum standards are outlined in TZVs Enterprise Agreements.

These Agreements detail what leave is applicable in what circumstances and the maximum limits for each leave type.

1. Approvals

TZV is committed to making the approvals process as timely as possible. All leave needs to be approved by an appropriate supervisor level, which could be different for each leave type. Refer to the relevant section for the required approver.

* 1. Group allowances

For operations employees leave is requested and is allocated as per the Planned Leave Business Rule. [Planned Leave Business Rules.pdf (sharepoint.com)](https://triplezerovictoria.sharepoint.com/sites/CPP/Policies/Planned%20Leave%20Business%20Rules.pdf)

Group allowances are pre-determined and signed off quarterly by the Executive Manager, Emergency Communications Services (EMECS) for each State Emergency Communications Centre (SECC) by Service and Team roster.

Where an employee is successful in obtaining these leave allowances the Resource Planning team will update the Aspect WFM system, based on the previously authorised group allowance level.

Where leave is rejected due to insufficient availability in the group allowance pool, Team Leaders (TL) or Managers Emergency Communications Centres (MECS) must approve the leave before it is processed by the Resource Planners.

* 1. Support Office

Support Office employees must apply for leave in the Hive/ADP systems (dependant on type of leave being requested), where the system/paperwork workflows send the approval to the appropriate Manager.

1. Leave categories- entitlements and remuneration
   1. Annual Leave

Eligibility

All TZV employees, except casual employees.

Annual leave shall accrue at the rate of 4 weeks per annum (equivalent of 152 hours for full time employees).

For Shift Workers (**Operations Agreement**) and Continuous Shift Workers (**Support Agreement**) annual leave shall accrue at the rate of 5 weeks per annum (equivalent of 190 hours for full time employees).

Part-time employees will receive pro-rated leave according to the number of ordinary hours they work.

Annual leave entitlements should be taken within 12 months of the full entitlement falling due, unless special circumstances exist and the EMECS (or delegate) for an employee’s SECC, or their Director approves the deferral of leave.

Part Shift Annual Leave

Part shift annual leave is available and can be applied for within 30 days of the leave date.

Remuneration

Employees will be paid their base pay while on annual leave, (which does not include shift penalties) and annual leave loading of 17.5%. Employees covered by Operations Enterprise Agreement the loading is payable proportionality with each period of leave taken and is calculated as 17.5% of the gross base salary for the total period of leave taken.

*Operations*

Employees will be entitled to claim higher duties following annual leave if the employee has:

* worked the higher duties position for four or more shifts prior to taking annual leave; and
* upon returning from leave resume in the higher duties position, resulting in the period of higher duties would have been continuous but for the absence.

Application Process

*Operations*

Application can be made up to 18 months in advance.

All applications to be made through the WFO application.

*Support Office*

Online via ADP system.

* + - * 1. Approval required

*Operations*

Team Leaders, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

* + - * 1. Excessive leave

Where an Employee has an excessive leave accrual, TZV will write to inform the employee of the requirement to take leave, which may include a period of time the leave needs to be taken in. The manager and employee must genuinely try to agree upon steps that will be taken to reduce or eliminate the employee’s excessive leave accrual. The managers must not unreasonably refuse to agree to a request by the employee to take paid annual leave.

Excess Leave is defined as:

* An Operations employee has more than 10 weeks (380 hours) annual leave accrued.
  + Pro rata for part time employees.
* A Support Office employee has more than 8 weeks (304 hours) annual leave accrued.
  + Pro Rata for part time employees.
* Managers may give a written direction to the Employee to take a period or periods of paid annual leave if, the employee has been given reasonable notice of the requirement to take excess annual leave, and agreement cannot be reached to reduce or eliminate leave.
* The remaining accrued annual leave after taking the directed leave is not less than six weeks.
* The direction is reasonable in all the circumstances.

Leave Initiatives (Operational Employees)

TZV commits to the following mechanisms to improve employee’s visibility and access to leave planning, these initiatives apply to all leave applications made outside of the high demand leave periods.

High demand leave period is defined as all Victorian School holidays, as well as the Christmas New Year period.

**Leave request made for a rotation (3/4 shifts available)**

Where an application has been made for either:

1. Standard rosters (rosters A, B, C & D) - an entire rotation and three out of four shifts are available, or
2. Non-standard roster (rosters E & F) a period of one week and one shift within that week is unavailable, and

the leave request has initially failed due to the system constraints.

Resource planners will then review the request and approve leave for the one shift if the below rules are met.

The approval of the one shift is subject to the following:

* The shifts applied for needs to be in a consecutive rotation or week.
* Available for up to one employee above the current group allowance.
* Not applicable to ATL/TL employees.
* Only applicable to employees who work **a standard roster** 38/40/42-hour roster rotations where they work 4 shifts in 9 days or part time workers who work 4 shifts in 9 days rotation.
* Only applicable to employees who work **a non-standard roster** averaging 38/40 hour week, or part time employees who work an average of 4 shifts a week.

**Visibility of leave**

TZV in continuing to improve employee visibility of available leave through increased reporting capability that employees can access via Power BI reporting. TZV will continue to explore systems capability enhancements that improve the level of visibility of leave availability (group allowances) for all operational employees (including part time employees), which includes leave availability and accruals (current and future). Current resources include:

* Introduction of the Leave Coordinator roles
* [Group Allowance Balances - 6-month outlook - Power BI](https://app.powerbi.com/groups/me/reports/fe372faf-a13a-4879-bfbf-2014ac62905e/ReportSection87c73100b005a9962e61?ctid=a202ee81-ee08-431b-9f6c-28bcf010db50&experience=power-bi)
* [WFM Leave Availability - Power BI](https://app.powerbi.com/groups/me/reports/5b294295-b438-4cf9-9ff5-a3a5c755748f/ReportSection9a9eb2a97e43002505eb?ctid=a202ee81-ee08-431b-9f6c-28bcf010db50&experience=power-bi)

**Annual Leave application greater than 12 months in advance for 1 full rotation or greater**

Where an Operations Employee applies for Annual Leave greater than 12 months in advance, (but not more than 18 months), and the leave request is for a period of 1 rotation or greater, approval of this leave will be available for up to an additional two employees above the current group allowance for that team. This initiative does not apply to TLs and ATLs.

Leave requests (one rotations or greater) made in this timeframe outside the group allowance allocation will only be refused on reasonable business grounds. Where TZV conclude that they cannot accommodate the request they will advise the employee within 21 days of the request being made and provide the employee with the reasons why the request cannot be accommodated. TZV will work with the employee to consider and find what reasonable alternatives can be accommodated. Where the employee is not satisfied with the response and seek further resolution the Settlement of Disputes (clause 66 of the Operation Enterprise Agreement) may be utilised.

Leave requests applied for 12 months in advance that are less than one rotations will not be discouraged but will be approved in accordance with standard group allowance rules.

For the purposes of this initiative the minimum period of leave will be one week for employees working non-standard rosters (E&F).

Where an employee has changed teams within this period, and the leave was previously approved, the approval will still stand. The MECS and EMECS will need to manage the impact on operational performance.

End of Employment

Any accrued but untaken leave will be paid out on termination of employment.

* 1. Personal Leave

Eligibility

All employees

*Full time/part time*

Full-time employees will receive 125.4 hours of paid personal leave per year of continuous service.

Part-time employees will receive prorated paid personal leave according to the number of ordinary hours they work.

Fixed term employees employed for less than 12 months will receive a pro-rata amount based on their length of employment.

Personal leave will accrue progressively in an employee’s first year of employment and will be fully credited on an employee’s service anniversary date thereafter.

Personal leave accrues cumulatively (i.e., from year to year) and is not paid out on termination of employment.

If an employee becomes entitled to personal leave while on annual leave the employee may apply for this time to be taken as personal leave.

If paid personal leave accruals are exhausted and an employee requires access to further personal leave, they can apply for personal leave without pay. Personal leave without pay remains subject to the conditions of paid personal leave including the application and evidence requirements.

Evidence to support absence is required to be submitted as soon as reasonably possible after the absence.

*Casual*

Casual employees will be provided with unpaid personal leave only.

Casual employees can take up to 15.2 hours of unpaid personal leave for each occasion where they need it.

Remuneration

Personal leave is paid at the Employee's Base Rate of Pay.

For Casual Employees, personal leave is unpaid leave.

Application Process

*Operations*

Employees must verbally notify TZV (Ph. 1300 740 188) prior to taking personal leave of their absence and the duration or expected period of the absence.

When the personal leave is unplanned, where possible an Operations employee must provide the following notice:

* a minimum of 1 hours’ notice for shifts commencing prior to 8am.
* a minimum of 2 hours’ notice for all other shifts.

As soon as practicable and within one rotation following a period of personal leave, Operations Employees shall scan or send a photo of medical evidence or a statutory declaration to the following email addresses:

* [ESTABALAMBDUTYTL@triplezero.vic.gov.au](mailto:ESTABALAMBDUTYTL@triplezero.vic.gov.au) for BAL Ambulance.
* [ESTABALFSVDUTYTL@triplezero.vic.gov.au](mailto:ESTABALFSVDUTYTL@triplezero.vic.gov.au) for BAL Fire.
* [ESTABALPOLDUTYTL@triplezero.vic.gov.au](mailto:ESTABALPOLDUTYTL@triplezero.vic.gov.au) for BAL Police.
* [ESTATHOAMBDUTYTL@triplezero.vic.gov.au](mailto:ESTATHOAMBDUTYTL@triplezero.vic.gov.au) for THO Ambulance.
* [ESTATHOFSVDUTYTL@triplezero.vic.gov.au](mailto:ESTATHOFSVDUTYTL@triplezero.vic.gov.au) for THO Fire.

In order for personal leave to be paid, employees must provide their manager with supporting documentation (either a medical certificate or a statutory declaration of their illness or that of an immediate family or household member) where the employee has already taken 34.2 hours of paid personal leave within any 12-month period without providing a medical certificate or statutory declaration.

If no supporting documentation is provided, the employee will receive unpaid personal leave for the duration of the absence.

Generally, an employee should provide a statutory declaration if it is not reasonably practicable for them to obtain a medical certificate; or the leave relates to an immediate family/household member’s unexpected emergency that is not illness or injury related.

The statutory declaration must state that the employee:

* Was/are/will be unfit for work due to their illness or injury during the period the employee has applied for leave; or
* Requires/required leave during the period to provide care or support to a member of the employee’s immediate family/household (including relationship, for e.g.: child, mother, brother) who require care or support because of their illness or injury or because of an unexpected emergency; and
* Was the only person who took carers’ leave to provide the care.

Apart from the evidence requirements set out above, managers may accept any evidence which in their view would satisfy a reasonable person of the necessary criteria in all of the circumstances.

All applications to be made through the WFO application.

Approval of applications to alter paid leave from annual to personal (sick/carers’) leave require the provision of a medical certificate or statutory declaration for the applicable period. If appropriate documentation is provided, the equivalent period of annual leave will be re-credited.

*Support Office*

Online via ADP system.

Approvals required

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

End of Employment

Any personal leave entitlement accrued but untaken is NOT paid out on termination of employment.

* 1. Infectious Diseases Leave

Employees who contract or who are at risk of contracting an infectious disease, may be entitled to infectious diseases leave.

* Where an employee has been directed away from the workplace due to:
  + having an infectious disease but is not otherwise unwell or
  + being a close contact to a person suffering from an infectious disease

paid special leave will apply

* Where an employee is considered a close contact and is required by law not to attend the workplace. Upon receipt of a report from a Registered Medical Practitioner that by reason of contact with a person suffering from an infectious disease and through the operation of restrictions imposed by law (quarantined due to infectious disease), in respect of such disease, an Employee is unable to attend work, the Employer will grant the Employee paid special leave of absence.

The period of special leave must not be for any period beyond the earliest date at which it would be practicable for the Employee to return to work having regard to the restrictions (imposed by law or TZV). Reasonable evidence to support the restriction imposed by law or infectious disease is to be provided by the employee as soon as practicable.

Eligibility

All TZV employees (excluding casuals)

Remuneration

Leave is paid at the Employee’s Base Rate of Pay.

Application Process

*Operations*

All applications to be made in the appropriate form and submitted to EMECS for signing before submitting to Payroll.

*Support Office*

All applications to be made in the appropriate form in writing and to be submitted to Director for signing before submitting to Payroll.

Approval required

*Operations*

EMECS can approve

*Support Office*

Director or Executive Director can approve

* 1. Long Service Leave (LSL)

Eligibility

An employee is entitled to Long Service Leave on completing 7 years continuous employment with TZV (and, ESTA, ECV and Intergraph BEST (Vic) Pty Ltd).

Where an employee’s employment is ended for any reason, and the employee has completed at least 5 but less than 7 years continuous service with ESTA, ECV, Intergraph BEST (Vic) Pty Ltd and TZV, the Employee is entitled to payment of long service leave in respect of that service.

Part-time employees will receive the same benefit as above but will be paid pro-rata as a part-time employee when long service is taken.

Casual employees will receive the same benefit as above but will be paid pro-rata as a casual employee when long service leave is taken.

Full-time or part-time employees who have casual service with TZV will have their casual service recognised for the purpose of this policy provided that their service is continuous throughout the entire period.

Employees must not engage in other paid employment while on LSL.

For employees who have transferred long service leave via Recognition of Prior Service (see section 3.20) regarding calculations.

Remuneration

Paid at Employee's Base Rate of Pay.

An Employee, by agreement with TZV may take double the period of leave at half the rate of pay.

Application process

*Operations*

All applications to be made through the WFO application.

*Support Office*

Online via ADP system.

Approval process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

Additional Leave Initiative (Operational Employees) Long Service Leave application greater than 12 months in advance

Where an Operations employee applies for Long Service Leave greater than 12 months in advance, (but not more than 18 months), and the leave request is for a period of one rotation or greater, approval of this leave will be available for up to an additional two employees above the current group allowance. This initiative does not apply to TLs and ATLs.

Leave requests (one rotations or greater) made in this timeframe outside the group allowance allocation will only be refused on reasonable business grounds. Where TZV conclude that they cannot accommodate the request they will advise the Employee within 21 days of the request being made and provide the Employee with the reasons why the request cannot be accommodated. TZV will work with the Employee to consider and find what reasonable alternatives can be accommodated. Where the Employee is not satisfied with the response and seek further resolution the Settlement of Disputes (clause 66 of the Operations Enterprise Agreement) may be utilised.

Leave requests applied for 12 months in advance that are less than one rotations will not be discouraged but will be approved in accordance with standard group allowance rules.

For the purposes of this initiative the minimum period of leave will be one week for employees working nonstandard rosters (rosters E & F).

End of employment

Any accrued but untaken long service leave will be paid out on termination of employment.

* 1. Family (Domestic) Violence Leave

Eligibility

All full time and part time employees have access to paid leave.

Casual Employees are entitled to access leave without pay.

TZV recognises that Employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. Therefore, TZV is committed to providing support to Employees that experience Family Violence.

Leave for Family Violence purposes is available to Employees who are experiencing Family Violence to allow them to be absent from the workplace to attend counselling appointments, legal proceedings and other activities related to, and as a consequence of, Family Violence.

Evidence of Family Violence may be required and can be in the form of an agreed document issued by the Police Service, a Court, a registered health practitioner, a Family Violence Support Service, district nurse, maternal and health care nurse, Lawyer, or a statutory declaration.

All personal information concerning Family Violence will be kept confidential in line with TZV’s policies and relevant legislation. No information will be kept on an employee’s personnel file without their express written permission. Refer to [Domestic and family violence (sharepoint.com)](https://triplezerovictoria.sharepoint.com/sites/intraGS5/SitePages/Domestic-and-family-violence.aspx) for additional information.

Leave requests will be processed as miscellaneous leave in WFO/WFM.

On payslips the leave will appear as Leave F.

Remuneration

*Full time and part time*

20 days per year of paid special leave for medical appointments, legal proceedings and other activities related to Family Violence (this leave is not cumulative but if the leave is exhausted consideration will be given to providing additional leave).

This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day and can be taken without prior approval.

An Employee who supports a person experiencing Family Violence may utilise their personal/carer's leave entitlement to accompany that person to court, to hospital, or to care for children

Application Process

Hard copy forms are completed and provided to payroll only. Sharing of the form is limited to the EMECS/Line Manager and Payroll.

*Operations*

All applications to be made by required form to be submitted to EMECS for signing before submitting to Payroll.

*Support Office*

All applications to be made by required form to be submitted to Director for signing before submitting to Payroll.

Approval Process

*Operations*

EMECS can approve.

*Support Office*

Director or Executive Director can approve.

End of Employment

Entitlements are NOT paid out on termination of employment

* 1. Parental Leave

The Parental Leave policy and procedure sets out detailed information about the requirements and workplace support to manage all aspects of Parental leave arrangements. The advice below sets out the paid and unpaid leave entitlements for the purpose of the Leave policy.

It is recommended that Employees and Managers refer to the Parental Leave policy for broader and further information and guidance.

Primary Caregiver

An Employee who has, or will have, completed at least twelve months continuous Service and who will be the Primary Caregiver at the time of the birth or adoption of their Child, is entitled to up to an initial period of 52 weeks parental leave, comprising:

* 14 weeks employer paid parental leave; and
* up to 38 weeks unpaid parental leave.

An employee who will be the Primary Caregiver but has not completed at least twelve months Continuous Service at the time of the birth or adoption of their Child, is entitled to up to an initial period of 52 weeks unpaid parental leave.

An eligible casual employee who will be the Primary Caregiver at the time of the birth or adoption of their Child is entitled to up to an initial period of 52 weeks unpaid parental leave.

For an Employee to provide primary care to a child following its birth or adoption parental leave may take the form of

* Paid Parental Leave entitlements available in the relevant TZV Enterprise Agreement,
* Government Paid Parental Leave Scheme entitlement available by application to Services Australia, and
* Unpaid Parental Leave which is unpaid leave for a maximum period of 24 months (including any paid parental or authorised leave).

Employee can nominate to access other forms of available leave (e.g., annual leave) during the unpaid Parental Leave period.

Only one parent can receive Primary Caregiver parental leave entitlements in a given period in respect to the birth or adoption of their Child. For example, a Primary Caregiver at the birth of the Child may after a period of Parental Leave choose to return to work and the Secondary Caregiver may take up Primary Caregiver responsibilities for a given period and access related leave entitlements.

Secondary Caregiver

An Employee who has, or will have, completed at least twelve months Continuous Service and who will be the Secondary Caregiver at the time of the birth or adoption of their Child, is entitled to up to 2 weeks paid parental leave.

An Eligible Casual Employee may take 2 weeks unpaid parental leave.

An Employee cannot receive Secondary Caregiver parental leave entitlements in the same period where that Employee has received Primary Caregiver parental leave entitlements in relation to their Child.

Secondary Carers Leave (taking over Primary Caregiver responsibility in the first 13 weeks) Applicable for Operational Employees

In addition to the 2 weeks paid Secondary Caregiver leave, Employees may access up to an additional 8 weeks of paid leave if the Secondary Caregiver takes over Primary Caregiver responsibilities within the first 13 weeks of the Child’s life. Appropriate evidence may be requested from Employees accessing the above entitlements. Refer to the Parental Leave policy for further information and advice.

Only one parent/carer can receive Secondary Caregiver paid parental leave entitlements in respect to the birth or adoption of a Child. If an Employee has received an initial Primary Caregiver entitlement of 14 weeks paid parental leave following the birth of a Child, they are not entitled to also claim the 2 weeks paid Secondary Caregiver leave at a later period of time.

Permanent Care

If an employee (other than a casual employee), is granted a permanent care order in relation to the custody or guardianship of a child and the Employee is the Primary Caregiver for that child, the Employee will be entitled to 14 weeks at full pay (or 28 weeks at half pay) paid leave at a time to be agreed with the Employer.

Pre-Adoption Leave

An Employee is entitled to unpaid leave for the purpose of attending any compulsory interviews or examinations as are necessary as part of the adoption procedure.

Special Parental Leave

Where the pregnancy of an Employee not then on parental leave terminates other than by the birth of a living child after the completion of 20 weeks, the Employee is entitled to paid special maternity leave not exceeding the amount of paid parental leave available in the Support Agreement or Operations Agreement, and thereafter, to unpaid special maternity leave.

Extended Family Leave

An Employee who is the Primary Caregiver and has exhausted all parental leave entitlements may apply for unpaid Extended Family Leave as a continuous extension to their parental leave taken in accordance with this clause.

The total amount of leave, inclusive of parental leave taken in accordance with this clause cannot exceed seven years.

The Employee must make an application for Extended Family Leave each year.

An Employee will not be entitled to paid parental leave whilst on Extended Family leave.

Assisted Reproduction Leave

A Full-time or Part-time Employee who is undergoing assisted reproductive treatment is entitled to 40 hours of paid leave per year to attend appointments associated with the treatment.

A Full-time or Part-time Employee whose partner is undergoing assisted reproductive treatment is entitled to 20 hours of paid leave per year to attend appointments.

Appropriate evidence of an appointment may be requested from Employees accessing the above entitlements.

Application Process

*Operations*

All applications (except for assisted reproduction leave) submitted via the Hive with appropriate supporting documentation (e.g., statutory declaration, letter of confinement).

Assisted reproduction leave applications are made via a paper form.

*Support Office*

All applications (except for assisted reproduction leave) submitted via the Hive with appropriate supporting documentation (e.g., statutory declaration, letter of confinement).

Assisted reproduction leave applications are made via a paper form.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

End of Employment

Entitlements are NOT paid out on termination of employment.

* 1. Compassionate (Bereavement) Leave

Eligibility

All TZV employees, (excluding casuals).

An employee (other than a Casual Employee) shall be entitled to a maximum of four days/ shifts paid leave on each occasion a member of the Employee's Immediate Family (excluding their aunt or uncle) or a member of the Employee's household:

* contracts or develops a personal illness or injury that poses a serious threat to his or her life.
* sustains a personal illness or injury that poses a serious threat to his or her life; or

dies.

All employees, excluding casuals shall be entitled to a maximum one day/ shift’s paid leave on each occasion an aunt or uncle:

* contracts or develops a personal illness or injury that poses a serious threat to his or her life.
* sustains a personal illness or injury that poses a serious threat to his or her life; or

dies.

An employee (other than a Casual Employee) shall be entitled to a maximum of four days/ shifts paid leave on each occasion.

Where absence is associated with a pregnancy loss <20 weeks two days/shifts of leave is granted.

At the discretion of the EMECS, compassionate leave may be granted for family members who do not fall within the definition of immediate family.

Remuneration

Compassionate leave is paid at the Employee's Base Rate of Pay.

Casual Employees are only entitled to compassionate leave without pay.

Application Process

To apply for compassionate leave an employee must:

* notify their Line Manager of their absence and of the period of the absence as soon as possible.
* provide evidence when requested to support their application (e.g., a medical certificate, statutory declaration or death notice)

*Operations*

All applications to be made through the WFO application.

*Support Office*

Online via ADP system.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

End of Employment

Entitlements are NOT paid out on termination of employment.

* 1. 38 Hour Week in Lieu (WIL)
     + - 1. Eligibility

Operations employees (on the A, B, or D fulltime roster, or Roster F) who work more than 38 hours per week.

At the start of each calendar year (or following commencement) each employee must make an election to take 38 hour WIL as either:

* Time (i.e., additional paid time off from work)
* Payment

Remuneration

Those employees that elect money can choose between one or two payments each calendar year.

If electing two payments, these will be made at the end of the financial year and the end of the calendar year.

Payment will be made at the end of the calendar year if electing one payment.

If an employee begins employment after May, they won't be eligible for 2 payments, in the first year. They will receive one entitlement for that year.

New employees that do not make an election will receive a “38 hour week payment in lieu” (i.e., payment).

For existing employees, the election is made in the Hive and only needs to be adjusted if the selection changes.

Application Process

To apply for time in 38 hour Week in Lieu an operations employee must:

* apply for a period not more than 18 months in advance.
* have enough 38 hour week in lieu accrued at the time the leave is to be taken; and
* apply for 38 hour week in lieu in WFO Application.

Employees cannot apply for 38 hour week in lieu during the first 3 months of employment unless authorised by their EMECS (or delegate) for their SECC.

Employees cannot apply for a period of less than one shift of 38-hour week in lieu leave.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve

End of Employment

Any accrued amounts will be paid out on termination of employment.

* 1. Time in Lieu (TIL)

Eligibility

An employee may elect to take time off normal rostered duty in lieu of overtime.

All Operational employees who work overtime or accrue Rotationally Accrued Overtime (ROT) can elect to bank this as time in lieu (TIL) of payment for the hours worked or accrued.

For Support office, an employee may be required to work a reasonable amount of overtime. Where overtime is approved, employee can elect to accrue TIL instead of a payment for the overtime for hours worked.

The maximum amount of TIL that can be banked is:

Operations- 48 hours

Support Office- 76 hours

When employee reaches the maximum TIL hours an email is sent advising them that the hours will be paid out.

Employees will be able to opt to exhaust their TIL accruals first as part of any Annual Leave request.

Part Shift TIL

Part shift TIL is available and can be applied for within 30 days of the leave date.

Remuneration

Accrued TIL is paid out at employee's base rate of pay.

Application Process

*Operations*

To apply for time in lieu an Operations employee must:

* apply for a period not more than 18 months in advance.
* have enough time in lieu accrued at the time the leave is to be taken; and
* apply for time in lieu through WFO Application.

During the first 3 months of employment employees are not eligible to apply for TIL unless authorised by their EMECS (or delegate) for their SECC.

Operational employees can cancel their time in lieu application more than 30 days before the leave commences. If the leave is due to commence within the next 30 days leave can only be cancelled with approval from the EMECS (or delegate) for their SECC.

Employees may take a maximum of two consecutive shifts of time in lieu during any one absence.

Time in Lieu entitlements should be taken within 12 months of the full entitlement falling due unless special circumstances exist and the EMECS (or delegate) for an employee’s SECC approves the deferral of leave.

Part shift time in lieu is available and can be applied for within 30 days of the leave date.

Employees may bank up to a maximum of 48 hours’ time in lieu.

*Support Office*

Online via ADP system.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

End of Employment

Entitlements will be paid out on termination of employment.

* 1. Public Holiday

Eligibility

All employees are eligible.

Annual leave on a public holiday

If an employee is rostered to work on a public holiday and that day falls during a period of annual leave, employees will be paid for the public holiday and any hours that fall on a public holiday will not be deducted from their annual leave accrual.

Personal leave on a public holiday

If a public holiday falls within a period of paid personal leave and an employee were, or would have usually been rostered to work, the employee will receive their base pay on that day and that day won’t count as personal leave if they were rostered to work.

If a public holiday falls within a period of unpaid personal leave an Operations employee will be unpaid on that day unless they were or would have usually been rostered to work. If they were or would have usually been rostered to work, they will receive their base pay on that day.

Long service leave on public holidays

If a public holiday falls within a period of long service leave, the public holiday is not considered part of the leave.

The duration of the long service leave will not be extended, the total amount will be reduced by the public holiday hours.

LWOP on public holidays

If a public holiday falls within a period of leave without pay, the public holiday is considered part of the leave and the duration of the leave without pay will not be extended, nor will any penalties in lieu of shift be made payable.

Support Office employees working compressed hours (9-day fortnight)

The 9-day fortnight essentially means that there is a set day off per fortnight, if a public holiday falls on a non-working day, the employee will not get the public holiday benefit for that day as the full contracted hours have already been worked for that week.

If a Rostered Day Off (RDO) falls on a public holiday it would be treated the same as if a public holiday is on a weekend.

If the public holiday falls on a day that is not an RDO, then the employee would have the day off and be paid for the day at the hours they would have worked. (e.g., for 9-day fortnight they would be paid 8.4445, compared to a 10-day fortnight of 7.60 hours.)

For RDO’s that are set days, TZV will not swap RDO to another day if the public holiday falls on the RDO, the public holiday is missed. (i.e., it is not substituted for another day).

Remuneration

All employees will receive pay according to the **Support Agreement** or **Operations Agreement** (whichever is relevant to the employee).

Application Process

No application required.

Approval process

No approval required.

End of Employment

Entitlements are NOT paid out on termination of employment.

* 1. Cultural and Ceremonial Leave

Eligibility

*Full time and part time*

NAIDOC Week

An Employee of Aboriginal or Torres Strait Islander descent is entitled to one day of paid leave per calendar year to participate in National Aboriginal and Islander Day Observance Committee (NAIDOC) week activities and events.

NAIDOC week leave will not accrue from year to year.

Community meetings

The Employer may approve attendance during working hours by an Employee of Aboriginal or Torres Strait Islander descent at any community meetings, except the Annual General Meetings of Aboriginal community organisations at which the election of office bearers will occur.

Employees of Aboriginal or Torres Strait Islander descent may access accrued annual or other leave to attend Annual General Meetings of Aboriginal or Torres Strait Islander community organisations at which the election of office bearers will occur.

Ceremonial leave

Ceremonial leave will be granted to an Employee of Aboriginal or Torres Strait Islander descent for ceremonial purposes:

* connected with the death of a member of the Immediate Family or extended family
* for other ceremonial obligations under Aboriginal and Torres Strait Islander lore.

Where ceremonial leave is taken, up to three shifts in each year of employment will be with pay.

*Casual*

Leave is unpaid.

Remuneration

Full time and part time

NAIDOC Week- one day paid leave.

Committee meetings-paid attendance during work hours.

Ceremonial leave up to three paid shifts.

Casual

Unpaid leave

Application Process

Operations

All applications to be made by required form to be submitted to Line Manager for signing ([FCS\_Leave Application\_Operations.doc (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7B4272970E-B2C1-4DA0-BF09-8F90E1C14EB5%7D&file=FCS_Leave%20Application_Operations.doc&action=view&mobileredirect=true&DefaultItemOpen=1)).

Support Office

All applications to be made by required form to be submitted to Line Manager for signing. ([FCS\_Leave Application (Support Office) V2011-1.doc (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7B009053EA-A0C1-4841-84DA-02B4FB933BCF%7D&file=FCS_Leave%20Application%20(Support%20Office)%20V2011-1.doc&action=view&mobileredirect=true&DefaultItemOpen=1)).

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

End of Employment

NAIDOC week leave will NOT be paid out on termination of the employment.

Paid ceremonial leave will NOT accrue from year to year and will NOT be paid out on termination of the employment.

* 1. Jury Duty Leave

Eligibility

All employees.

Remuneration

Employees will receive their base pay while on jury duty leave and any shift penalties, they would have received had they not been called to fulfill jury service.

Casual employees may be eligible to receive payment for what they would reasonably have expected to receive for the period that they served on the jury.

Employees who need to take jury duty leave must reimburse TZV for any jury service pay that is paid or payable to them as reflected in the Jury Service Remittance Advice (excluding reimbursements for out-of-pocket expenses).

The process of reimbursing TZV for any jury service pay includes:

* sending a copy of both sides of the cheque to [payroll@triplezero.vic.gov.au](mailto:payroll@triplezero.vic.gov.au).
* banking the cheque.
* employee providing satisfactory evidence to show that they have taken all necessary steps to obtain any amount of jury service pay to which they are entitled, and the total amount of jury service pay they received. TZV records the jury duty payment amount reflected in the remittance advice against the relevant pay period and this amount is deducted from the next pay period.

If jury service occurs on a day which the employee is not rostered for duty a shift change should be arranged where possible.

Application process

Employees who need to take jury duty leave must notify their Manager as soon as possible.

Operations

All applications to be made by required form to be submitted to EMECS for signing.

Documentation to be provided to MECS who will advise R&L to update WFM.

Support Office

All applications to be made by required form to be submitted to Line Manager for signing.

Approval process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

End of Employment

Entitlements are NOT paid out on termination of employment.

* 1. Defence/Reservist Leave

Eligibility

Full time and part time employees are eligible.

Employees on probation are not eligible.

Casual employees are not eligible.

Remuneration

Full-time employees may receive up to 20 days paid leave and 78 weeks maximum continuous service proviso Defence Reserve Leave per calendar year.

Part-time employees may receive pro-rated leave according to the number of ordinary hours they work.

TZV will (unless exceptional circumstances arise) pay make-up pay to the Employee for the period of Defence Reserve service where the salary received is below the Employee’s TZV base salary.

An Employee is required to notify TZV payroll of any change to the pay they receive from the ADF or Defence Reserve service, whilst on Defence Reserve leave. Where the Employer has paid make-up pay, and subsequently the Employee's ADF base salary excluding allowances has increased, the Employee may be required to repay all overpayments to the Employer.

An Employee who is on leave without pay at the time of the commencement of Defence Reserve service will not be entitled to make-up pay.

Employees will receive leave without pay if they are called up for active service or volunteer to serve (greater than 20 days) with the Australian Defence Force and their employment is protected by the Defence Reserve Service (Protection) Act 2001.

If a public holiday falls within a period of defence force leave, the public holiday is considered part of the absence and the duration of the absence will not be extended.

Application process

Employees must seek their Manager’s approval in writing advising the dates attendance is required and the base salary, excluding allowances the Employee will be receiving during the period of leave, the commencing date of the payment and the date of any known future pay increases to be paid by the ADF.

In determining whether to approve an application, Managers will use their discretion and will consider factors such as: operational requirements; and whether evidence such as an official letter from the Australian Defence Force was provided.

Operations

All applications to be made by required form to be submitted to EMECS for signing.

Documentation to be provided to MECS who will advise R&L to update WFM.

Support Office

All applications to be made by required form to be submitted to Line Manager for signing.

Once Leave has been taken

After Defence Reserve leave has been taken, the Employee is required to provide to the Employer written advice from the ADF or Defence Reserve service confirming the dates of attendance on Defence Reserve service and the base salary, excluding allowances, they received during the period of leave applied for, or as necessary, for the period of leave taken.

It would generally be expected that the written advice to be provided by the Employee be in the approved format set out by the ADF or Defence Reserve service. For the current ADF approved format, Employee’s should visit the Forms and Publications page on the ADF website or contact the ADF directly.

Leave in excess of defence service leave entitlements

An Employee who is required to complete Defence Reserve service in excess of the maximum of 78 weeks may request other forms of leave or accrued time in lieu to be used in conjunction with any approved Defence Reserve leave entitlement to cover the required period of absence. Where an Employee seeks to use other forms of leave or accrued time in lieu in conjunction with a period of Defence Reserve leave, those requests will be managed in accordance with the notice, requests, approval and evidence requirements underpinning those entitlements.

Approval Process

*Operations*

EMECS can approve

*Support Office*

Director or Executive Director can approve

End of Employment

Entitlements are **NOT** paid out on termination of employment.

* 1. Industrial Training Leave
     + - 1. Eligibility

An Employee Representative must be granted up to a maximum of five (5) days in any one calendar year to attend an industrial/workplace relations training course.

Further periods of leave may only be granted by the Executive Director, People & Culture for Support Office employees, or EMECS for Operational employees.

If the full 5 days is not utilised in a calendar year it may be utilised in part or total in the following calendar year.

* + - * 1. Remuneration

Employees will receive their base pay while participating in Industrial Training Leave and any shift penalties, they would have received had they not been called to undertake Industrial Training Leave.

Shift swaps will be organised to facilitate attendance at TZV request.

* + - * 1. Application Process

*Operations*

MECS advise R&L of training dates.

*Support Office*

All applications to be made by required form to be submitted to Line Manager for signing.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

* + - * 1. End of Employment

Entitlements are NOT paid out on termination of employment.

* 1. Study Leave
     + - 1. Eligibility

Full time and part time employees are eligible.

Casual employees are not eligible.

A period of time agreed between the employee and their Manager may be taken to attend exams, up to a maximum of one shift per unit/subject.

Subject to availability (as per pervious leave application processes), an employee may take other appropriate leave types (including, annual leave, long service leave and leave without pay) to fulfil their study requirements, or to meet their exam requirements for a course that is not related to a career at TZV.

* + - * 1. Remuneration

An employee will be paid their base pay while on study leave.

* + - * 1. Application Process

An employee can apply for study leave by submitting a written request to their Manager.

The written request must set out:

* how the study is related to their career at TZV (i.e. is it part of a learning and development plan); and
* the date(s) required for the leave.

The EMECS (or delegate) for the employee’s SECC, or relevant Director (for Support Office employees), should speak with the Senior Manager Learning and Performance, and be satisfied that the study relates to the employee’s career at TZV prior to approving the leave. If the leave is not approved, the employee must be provided with reasons why.

*Operations*

All applications to be made by required form to be submitted to Line Manager for signing ([FCS\_Leave Application\_Operations.doc (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7B4272970E-B2C1-4DA0-BF09-8F90E1C14EB5%7D&file=FCS_Leave%20Application_Operations.doc&action=view&mobileredirect=true&DefaultItemOpen=1).

*Support Office*

Online via ADP system.

Approval Process

*Operations*

EMECS can approve.

*Support Office*

Director or Executive Director can approve

* + - * 1. End of Employment

Entitlements are NOT paid out on termination of employment.

* 1. Career Break
     + - 1. Eligibility

Approval of an application for a career break requires that any available paid leave be taken prior to the commencement of the leave without pay (exemptions on case-by-case basis).

A Career Break will be granted by considering the employee's individual circumstances and by mutual agreement.

A Career Break does not break your continuity of service but is not to be considered in calculating your service for any purpose. This would include, without limitation, long service leave, annual leave, redundancy pay, personal/carer's leave and notice of termination.

An Employee does not accrue any leave entitlements during any unpaid period of career break.

During a Career Break, an employee must seek TZVs approval before being involved in a private business or engaging in paid employment which may lead to a conflict of interest. Failure to seek approval may constitute a breach of the Enterprise Agreement and the Employee's employment obligations and may lead to disciplinary action up to and including termination of employment.

* + - * 1. Remuneration

Leave without pay.

* + - * 1. Application Process

Online via ADP system.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

* 1. Purchased Leave

TZV seeks to provide flexible work practices while meeting organisational and operational needs.

Purchased leave can be used, for example, but not limited, to support team members’ family and lifestyle needs, including care during school holidays.

All applications for leave are subject to the approval of the relevant manager after consideration of TZVs organisational and operational needs.

All applications for leave are subject to the approval of the relevant manager after consideration of TZVs organisational and operational needs. However, will not unreasonably refuse a request.

Purchase leave arrangements operate on an annual basis. They do not create an ongoing contractual employment entitlement beyond the 12-month period.

* + - * 1. Eligibility

This policy applies to all employees except:

* Casual employees
* Employees with less than 12 months service with TZV.

Purchased Leave can be used to support other team members family and lifestyle needs, including care during school holidays, however, approval in each vacation period is dependent on competing leave request in work units or teams**.**

* + - * 1. How Purchased Leave Works

Employees may purchase additional weeks of leave on a financial year basis by sacrificing part of an annual salary. Many employees use this leave to be available during school holidays; however, approval in each vacation period is dependent on competing leave request in work units or teams.

Noting that 48/52 refers to the purchasing of an additional four weeks of leave.

There are various combinations of purchasing options available.

* 48/52 weeks: additional 4 weeks’ leave (8 weeks in total)
* 49/52 weeks: Additional 3 weeks’ leave (7 weeks in total)
* 50/52 weeks: Additional 2 weeks’ leave (6 weeks in total)

The standard annual salary is maintained and paid across 52 weeks. A fortnightly deduction will be set up for the value of the purchased leave.

The impact of purchased leave during the financial year arrangement is that all statutory leave entitlements including annual leave, personal leave, public holidays and long service leave will be paid at the standard salary, less the purchased leave deduction.

Superannuation contributions are made based on the standard salary.

If an employee’s salary increases during the purchased leave arrangement, their purchased leave deductions will be recalculated to reflect the new value of the purchased leave arrangement.

* + - * 1. Criteria for Approval

TZV will endeavour to accommodate requests for such arrangements under this clause.

In considering whether a manager can approve purchased leave requests, the following matters shall be considered:

* TZV must be able to make proper arrangements to ensure that the workloads of other employees and the service to our customers and the community are not unduly affected.
* That significant forecasted overtime is not required to be performed by other employees as a result of these arrangements.
* Granting of purchased leave will not be approved if employees have accrued more than four weeks leave for Support Office and five weeks leave in the SECCs (including TIL and WIL).
* In terms of a hierarchy of leave to be taken,
  + Annual Leave balances in excess of 76 hours,
  + then time in lieu (if applicable),
  + then Purchased leave.

This enables TZV to be responsible stewards of its leave balance entitlements.

* + - * 1. Application Process

Employees seeking to use purchased leave can apply using the Purchased Leave Form available on the intranet, clearly marking the date it is to be effective from. ([P&C Request for Purchased Leave Form V01.docx (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7BD9C52613-8EB8-405F-A029-6A1A050F9B0A%7D&file=P%26C%20Request%20for%20Purchased%20Leave%20Form%20V01.docx&action=view&mobileredirect=true&DefaultItemOpen=1)).

Applications must be received in July each year; other arrangements will not be entered into.

Only one request can be made each financial year and that arrangement is applicable for the entire twelve-month period.

* + - * 1. Pay Rules for Purchased Leave

Purchased leave will normally be taken in blocks of one rotation (or one week), except by agreement with the MECS or EMECS for Operational employees and Line Manager and Director for Support Office employees.

Employees cannot have access to an entitlement total of more than eight weeks Annual, Time in Lieu (TIL) and Purchased Leave combined per annum without the authorisation of the Executive Director or Director of the Business Unit.

The employee must formally reapply every year for purchased leave.

Cancellations of purchased leave during the year can only be agreed to by the relevant Director for Support Office and EMECS for Operational employees.

Purchased leave will normally be taken in blocks of one week, except by agreement with the manager.

If a full employee elects to change to part time hours or if an employee commences a new position, the purchased leave arrangements will cease and a new purchased leave arrangement will need to be applied for an agreed to. All applicable leave credits accrued will transfer with the new agreement.

* + - * 1. Acknowledgement

By requesting purchased leave, the employee acknowledges that:

* The purchased leave arrangement is only valid for 12 months from the date of approval (unless there has received prior approval from the Director of PCP);
* the employee’s salary will be reduced by an amount equivalent to the additional leave purchased for the 12-month period;
* All purchased leave is to be used within the 12 months from the date of accrual. If it is not used within the 12 months period, the purchased leave component **only** may be issued by TZV to the employee as salary instead (cashed out);
* Granting of purchased leave will not be approved if the employee has accrued in excess of four weeks leave for Support Office and five weeks leave for Operational employees (including TIL and WIL) or if the employee has not utilised previous purchased leave.
* Any changes to salary packaging (novated leasing, superannuation salary sacrifice etc.) are the employee’s responsibility.
* Deductions are based on ordinary hours worked/paid leave, in each fortnight.
* A long-term unpaid leave absence (greater than two weeks) may require the termination of the purchased leave arrangements as otherwise additional deductions would be required.

*Operations*

All applications to be made by required form to be submitted to EMECS for signing~~.~~

[P&C Request for Purchased Leave Form V01.docx (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7BD9C52613-8EB8-405F-A029-6A1A050F9B0A%7D&file=P%26C%20Request%20for%20Purchased%20Leave%20Form%20V01.docx&action=view&mobileredirect=true&DefaultItemOpen=1)

*Support Office*

All applications to be made by required form to be submitted to line manager or Director for signing.

[P&C Request for Purchased Leave Form V01.docx (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7BD9C52613-8EB8-405F-A029-6A1A050F9B0A%7D&file=P%26C%20Request%20for%20Purchased%20Leave%20Form%20V01.docx&action=view&mobileredirect=true&DefaultItemOpen=1)

* + - * 1. End of Employment

Any accrued amounts will be paid out on termination of employment.

* 1. Leave Donations

Leave donations can be made to eligible employees in accordance with applicable Enterprise Agreement requirements.

* + - * 1. Eligibility

All employees may donate leave to an eligible employee (where the receiving employee has a chronic or long-term injury or illness), as long as the employee retains a minimum balance of 96 hours of personal leave following the donation (pro rata for part time). Minimum donation is 7.6 hours and maximum is 48 hours.

Leave donation is the reallocating of accrued personal leave from one TZV employee’s entitlement balance to another TZV employee’s entitlement balance.

The reallocated leave is then no longer available to the employee who accrued the leave and can only be used by the employee receiving the leave donation.

Leave donation eligibility and criteria is covered by both TZV Enterprise Agreements.

Leave donation only relates to personal leave entitlements. All other leave types cannot be donated

For more details refer to [Policy Template (sharepoint.com)](https://triplezerovictoria.sharepoint.com/sites/CPP/Policies/Leave%20donation%20policy%20and%20procedure.pdf)

* + - * 1. Remuneration

Personal leave is paid at the Employee's Base Rate of Pay.

* + - * 1. Application Process

*Operations*

All applications to be made in the Hive.

*Support Office*

All applications to be made in the Hive.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Relevant Manager, Senior Manager, Director, Executive Director can approve.

End of Employment

There is no entitlement at end of employment, as leave is transferred to identified third party.

* 1. Welfare Absence
     + - 1. Eligibility

Where an employee experiences trauma through their work environment.

*Welfare* Break is applicable when an employee takes time away from their duties outside of their scheduled break time due to having been affected by a work-related incident and the employee then returns to their duties on that same shift.

Welfare Absence is applicable when an employee is unable to fulfill their duties and ends their shift early due to being impacted by a work-related incident Welfare Absence is only to be applied for the remaining hours of the shift when the employee was impacted.

Refer to Welfare breaks and Welfare Absences Work instruction

* + - * 1. Remuneration

*Welfare Break*

Paid at the employee’s base rate of pay and is inclusive of penalties.

*Welfare Absence*

Paid at the employee’s base rate of pay and is exclusive of penalties.

* + - * 1. Approvals Process

*Operations*

Welfare Breaks are approved by the TL, and if the break becomes a Welfare Absence the MECS must submit a form to the EMECS for approval, otherwise the leave is taken as personal/annual leave. The MECS is to update the memo in WFM and notify Payroll when this has occurred. [FCS\_Leave Application\_Operations.doc (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7B4272970E-B2C1-4DA0-BF09-8F90E1C14EB5%7D&file=FCS_Leave%20Application_Operations.doc&action=view&mobileredirect=true&DefaultItemOpen=1)

*Support Office*

All Welfare Breaks are approved by the Line Manager or Operational TL.

If the break becomes a Welfare Absence the following applies:

* If the absence occurred during an operational shift the MECS must submit a form to the EMECS for approval, otherwise the leave is taken as personal/annual leave. The MECS is to notify Payroll when this has occurred. The MECS should notify the employee’s line manager as soon as practical after the incident occurred. [FCS\_Leave Application\_Operations.doc (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7B4272970E-B2C1-4DA0-BF09-8F90E1C14EB5%7D&file=FCS_Leave%20Application_Operations.doc&action=view&mobileredirect=true&DefaultItemOpen=1)
* If the absence occurred as part of business as usual the line manager will be required to complete the required form and seek approval from their Executive Director and notify payroll accordingly. [FCS\_Leave Application (Support Office) V2011-1.doc (sharepoint.com)](https://triplezerovictoria.sharepoint.com/:w:/r/sites/CHC/_layouts/15/wopiframe.aspx?sourcedoc=%7B009053EA-A0C1-4841-84DA-02B4FB933BCF%7D&file=FCS_Leave%20Application%20(Support%20Office)%20V2011-1.doc&action=view&mobileredirect=true&DefaultItemOpen=1)
  + - * 1. End of Employment

Entitlements are NOT paid out on termination of employment.

* 1. Recognition of Prior Service
     + - 1. Eligibility

*All employees*

Under some circumstances, employees can transfer some leave balances from a former employer to their TZV leave balance.

A person’s previous employer is required to payout certain leave balances when a person leaves their employee. This can be done as a cash payment, or a transfer of the leave liability credits to the new employer. The transfer of credits is more common in movements between public entities. This mainly applies to annual leave and long service leave.

It also possible to have the years of service recognised at a previous employer which goes toward long service leave years of recognition.

For more information refer to People Services ([peopleservices@triplezero.vic.gov.au](mailto:peopleservices@triplezero.vic.gov.au))

* + - * 1. Remuneration

Leave entitlements will be transferred at the discretion of the previous employer.

* + - * 1. Application Process

It is the responsibility of the incoming employee to arrange for their former employer to complete and supply the necessary information requested by TZV.

TZV cannot negotiate with the former employer on the employee’s behalf. It is as the discretion of the former employer as to the amount of leave; they are willing to transfer to TZV.

* 1. Blood Donation Leave
     + - 1. Eligibility

All employees.

Leave may be granted to an employee without loss of pay for up to four hours to visit the Red Cross Blood Bank as a donor once every twelve (12) weeks. This will be scheduled in consultation with operational requirements.

Application Process

The employer may request the Employee to provide satisfactory evidence to support the taking of leave for blood donations. Satisfactory evidence may include a certificate of attendance from the Red Cross Blood Bank, a statutory declaration or other relevant documentary evidence to the reasonable satisfaction of the employer.

Remuneration

An employee will be paid their base pay for that shift.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Relevant Manager, Senior Manager, Director, Executive Director can approve.

* 1. Leave without Pay

Leave without pay is unpaid leave to support employees with special circumstances that are not covered by other types of leave. Unpaid personal leave without pay is generally covered under personal leave.

Eligibility

All TZV employees, except casuals.

Application process

Employees who want to take leave without pay must:

* exhaust all other applicable leave types, and accrued entitlements.
* discuss their request with their Manager as soon as possible; and
* seek their Manager’s approval by applying in writing.

Further, there is no entitlement to public holiday entitlements which fall during a period of leave without pay.

In determining whether to approve an application, Managers will use their discretion and consider factors such as:

* the reasons why the employee is seeking leave without pay.
* the duration of the request.
* operational needs.

The EMECS (or delegate), or Director must approve all applications for leave without pay greater than four consecutive shifts.

The Director PSP must approve all employee applications for leave without pay greater than 6 months.

*Operations*

Supervisors must ensure that leave without pay is registered in WFO/WFM when implemented. Supervisors may process leave without pay in WFM in cases of unauthorised absences. Supervisors will document any leave without pay arrangement in writing.

*Support Office*

Leave without pay must be applied for in ADP.

TZV recommends that an employee seek independent financial advice prior to taking periods of leave without pay. Additionally, TZV recommends that an employee with a salary sacrifice arrangement contact the provider for advice prior to commencing any period of leave without pay.

Remuneration

Employees do not receive any pay.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve.

* 1. Community Service Leave

Eligibility

Employees can take community service leave for activities such as voluntary emergency management activities and jury duty. (Refer section 3.13 for details on jury duty). An employee is entitled to take community service leave while they are engaged in the activity and for reasonable travel and rest time.

An employee engages in a voluntary emergency management activity if:

* the activity involves dealing with an emergency or natural disaster
* the employee engages in the activity on a voluntary basis
* the employee was either requested to engage in an activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted, and
* the employee is a member of, or has a member-like association with, a recognised emergency management body

Recognised emergency management bodies include :

* the State Emergency Service (SES)
* Country Fire Authority (CFA)
* the RSPCA (in respect of animal rescue during emergencies or natural disasters)

There is no limit on the amount of community service leave an employee can take.

Refer to [Community service leave – Fair Work Ombudsman](https://www.fairwork.gov.au/leave/community-service-leave) for more details.

Application Process

An employee who takes community service leave must give their employer:

* notice of the absence as soon as possible (this may be after the leave starts)
* the period or expected period of absence.

An employer may request an employee who has given notice, to provide evidence that they're entitled to community service leave.

Remuneration

Leave is unpaid.

Approval Process

*Operations*

Team Leader, MECS or EMECS can approve.

*Support Office*

Line Manager, Senior Manager, Director, Executive Director can approve

* 1. 80/20 career break leave – mature aged workers

TZV will commence a trial in the 2nd year of the agreement for mature aged workers to apply for an 80/20 career break working arrangement. Available to employees under the Operations Agreement.

The 80/20 initiative will allow employees as part of an agreed road to retirement plan to work for 4 years and receive 80% of their salary and then take a 5th year off work with pay.

Details on this initiative will be updated prior to commencement of the trial.

1. Overtime and Planned Leave

To ensure appropriate downtime (time away from the workplace) is available to employees’, overtime should not be undertaken during leave periods.

This can be waived in exceptional circumstances but will require the approval of the EMECS or Director Operations Support (or relevant director) before the shift can be rostered.

Leave entitlements must be removed from the shift that they are attending.