

STAFF SICK LEAVE POLICY

All staff that take sick leave must have a medical certificate prior to the entitlement being paid unless otherwise instructed by your Practice Manager.

(notes need to be entered into Wageloch by the practice manager, and a copy of the certificate must be attached to the adjustment sheet.)

Paid sick & carer's leave:

A permanent employee can take paid sick leave when they cannot work because of a personal illness or injury. This can include stress and pregnancy related illnesses.

An employee can take paid carer's leave to care for or support a member of their immediate family or household who is sick, injured or has an unexpected emergency.

Who gets paid sick and carer's leave?

All employees except casuals are entitled to paid sick and carer's leave. It is our policy that employees may **have** to give notice or **evidence** to get paid for sick and carer's leave unless otherwise instructed by your Manager.

How much paid sick and carer's leave does an employee get?

Sick and carer's leave comes under the same leave entitlement. It's also known as personal / carer's leave.

Employees get:

- 10 days each year for full-time employees
- Pro rata of 10 days each year depending on their hours of work for part-time employees

Example: Sick and carer's leave entitlements for part-time employees

Suzanne is a full-time employee who works 38 hours per week. Rebecca is a part-time employee who works 19 hours per week. Suzanne gets 10 days paid sick and carer's leave per year. Rebecca gets 5 days paid sick and carer's leave per year as she works half the hours Suzanne works.

How does paid sick and carer's leave accumulate?

Full-time and part-time employees accumulate sick and carer's leave during a year of work. It starts to build up from an employee's first day of work and is based on the number of hours they work.

The balance at the end of each year carries over to the next year.

Sick and carer's leave continues to accumulate when an employee is on paid leave such as paid annual leave or paid sick leave. It doesn't accumulate on periods of unpaid leave, such as unpaid parental leave.

(Note: Please refer to your practice manager for their preferred method of contact when informing of sick leave as some practices prefer texting and others direct phone conversations. No exemptions will be made if you do not find the exact method preferred by your manager, this is your responsibility.)