POLICY:-	
Policy Title:	Leave Policy
File reference:	F10/618-06
Date Policy was adopted by Council initially:	16 June 2011
Resolution Number:	230/11
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Resolution Number:	230/11; 180/14
Current Policy adopted by Council:	16 June 2016
Resolution Number:	170/16
Next Policy Review Date:	2019

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy Developed by:	General Manager
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resource Coordinator

POLICY

Council will comply with leave provisions of the Upper Lachlan Shire Council preserving the Local Government (State) Award 2014.

Except in special circumstances, all leave is to be applied for and approved by the relevant Manager or Director prior to the leave being taken.

PRO RATA ENTITLEMENT FOR PART TIME EMPLOYEES

Part time employees shall receive all conditions prescribed by the Local Government (State) Award 2014 on a pro rata basis of the regular hours worked.

GENERAL PROVISIONS RELATING TO APPLICATIONS FOR LEAVE

All leave applications must be in writing on the appropriate form. Leave cannot be paid until the Human Resource Section receives an authorised leave request.

Where possible, a minimum of four weeks notice is requested for all leave excluding sick leave, carer's leave and bereavement leave.

Council is required to submit an acknowledgement of outcome within two weeks of receiving the employees leave application, when leave has been applied for within four weeks. When an application is received more than two months in advance Council is required to reply within four weeks of receiving the application.

SALARY IMPLICATION – LEAVE WITHOUT PAY AND LEAVE ON HALF PAY

All staff should be aware that absences on leave without pay and leave on half pay will have impact on accruing hours entitlement, superannuation contributions, authorised deductions and authorised allowances. The leave without payment shall not be regarded as service for the purpose of computing long service leave, sick leave or annual leave. Such periods of leave without pay shall not however, constitute a break in the employee's continuity of service. An employee shall not be entitled to any payment for public holidays during an absence on approved leave without pay.

ANNUAL LEAVE

Annual leave of absence consisting of four (4) weeks at the ordinary rate of pay, exclusive of public holidays observed on working days shall be granted to an employee, after each 12 months service Annual Leave shall be taken on its due date or as soon as is mutually convenient thereafter to Council and the employee.

An employee may use accrued pro rata annual leave if the employee does not have any yearly accrued annual leave hours available.

Leave in lieu hours shall be exhausted before Annual Leave is taken.

Subject to provisions detailed within Local Government (State) Award 2014, Council may direct an employee to take annual leave by giving at least four weeks prior notification in the following circumstances:

- Where the employee has accumulated in excess of eight weeks annual leave.
- A period of annual close-down of up to and including four weeks.

LONG SERVICE LEAVE

An employee of Council shall be entitled to Long Service Leave at the ordinary rate of pay as follows:

After 5 years service	6.5 weeks	
After 10 years service	(additional 6.5 weeks)	13 weeks
After 15 years service	(additional 6.5 weeks)	19.5 weeks
After 20 years service	(additional 11 weeks)	30.5 weeks

For every completed period of 5 years' service thereafter 11 weeks

Notwithstanding the above, employees with 5 years service have access to long service leave in accordance with Local Government (State) Award 2014 provisions and provisions of the NSW Long Service Leave Act.

Long service leave shall be taken at a time mutually convenient to Council and employee in minimum periods of one week (leave in lieu hours shall be exhausted before any Long Service Leave is taken).

Payment to an employee proceeding on long service leave shall be made by Council at the employee's ordinary rate of pay at the time the employee enters upon the leave.

An employee who has become entitled to a period of leave and the employee's employment is terminated by resignation, death or dismissal for any cause shall be deemed to have entered upon leave at the date of termination of the employment and shall be entitled to payment accordingly.

For the purpose of calculating long service leave entitlement all prior continuous service with any other Council within NSW shall be deemed to be service with Council.

Continuity of service shall be deemed not to be broken by transfer or change of employment from one Council to another provided the period between cessation of service with one Council and appointment to the service of another Council does not exceed three months and such period is covered by accrued annual and long service leave standing to the credit of the employee at the time of the transfer, provided further that the employee concerned does not engage in work of any kind during the period of paid leave between the

cessation of service with one Council and appointment to the service of another Council.

For further information regarding long service leave refer to the relevant provisions of Local Government (State) Award 2014.

SICK LEAVE

Employees who are unable due to sickness to attend for duty shall be entitled during each year of service to sick leave of 3 weeks at the ordinary rate of pay subject to the following conditions:

- Council shall be satisfied that the sickness is such that it justifies the time off; and
- That the illness or injury does not arise from engaging in other employment; and
- That the proof of illness to justify payment shall be required after 2 days absence or after 3 separate periods in each service year; and
- When requested, proof of illness shall indicate the employee's inability to undertake their normal duties.
- Where a person is employed on a fixed-term or temporary basis of less than twelve (12) months duration the employee shall be entitled to one (1) weeks sick leave on commencement. The employee shall be entitled to a further one (1) weeks sick leave after each four (4) months of service.

Proof of illness may include certification from a qualified medical/health practitioner, registered with the appropriate government authority.

NOTE: Sick leave is provided to cover the time when you are sick. Any abuse of sick leave may lead to disciplinary action.

Council may require employees to attend a doctor nominated by Council at Council's cost.

Sick leave shall accumulate from year to year so that any balance of leave not taken in any one year may be taken in a subsequent year or years.

Where an employee has had 10 years' service with Council and the sick leave entitlement as prescribed has been exhausted, Council may grant such additional sick leave as, in its opinion, the circumstances may warrant.

Accumulated sick leave shall be transferable on change of employment from Council to Council within NSW up to 13 weeks, provided that an employee shall only be entitled to transfer sick leave accumulated since the employee's last anniversary date on a pro-rata basis.

Such accumulated sick leave shall only be transferable if the period of cessation of service with the Council and appointment to the service of another Council does not exceed three months.

The sick leave entitlement transferred shall not exceed the maximum amount transferable as prescribed by the appropriate Local Government (State) Award 2014 at the time of transfer.

Section 50 of the Workers Compensation Act 1987 dealing with the relationship between sick leave and workers compensation applies.

Where an employee had an entitlement under awards rescinded and replaced by this award for the payment of unused sick leave arising out of the termination of employment due to ill-health or death and where such entitlement existed as at 15 February 1993 the following provisions shall apply:-

(a) In the event of the termination of service of an employee on account of ill health and the Council is satisfied that such ill-health renders the employee unable in the future to perform the duties of such appointed classification, the termination shall not be effected earlier than the date on which the employee's credit of leave at full pay shall be exhausted unless the employee is paid any accrued sick leave at full pay to which such employee would be entitled under this clause.

(b) When the service of an employee is terminated by death, the Council shall pay to the employee's estate, the monetary equivalent of any untaken sick leave standing to the employee's credit at the time of death.

(c) Payment under this clause is limited to sick leave calculated to retirement age in accordance with relevant legislation and shall not be payable if the injury or illness arises out of or in the course of employment such that it is compensable under the Workers Compensation Act, 1987.

(d) For the purposes of this subclause such entitlement to payment of untaken sick leave shall be paid is in accordance with Clause 14 of Schedule 4 of the Industrial Relations Act (NSW) 1996.

INABILITY TO REPORT FOR DUTY

Where an employee is unable to report for duty they are required to advise their supervisor of that inability, and the reason, no later than 30 minutes after their usual starting time. Separate advice is required for each day of absence unless otherwise agreed.

CARER'S LEAVE

An employee, other than a casual employee, with responsibilities in relation to a class of person set out below, who needs the employee's care and support shall be entitled to use, in accordance with this policy, any current or accrued sick leave entitlement, provided for under provisions of Local Government (State) Award 2014, for absences to provide care and support for such persons when they are ill or who require care due to an unexpected emergency. Such leave may be taken for part of a single day.

Carer's leave is not intended to be used for long term, ongoing care. In such cases, the employee is obligated to investigate appropriate care arrangements where these are reasonably available.

Where more than ten days sick leave in any year is to be used for caring purposes the council and employee shall discuss appropriate arrangements which, as far as practicable, take account of the council's and employee's requirements.

Council may require the employee to provide proof of the need for carer's leave as follows:

- Less than 10 days – Where less than ten days' sick leave in any year of service is sought to be used for caring purposes Council may require the employee to establish either by production of a medical certificate or statutory declaration, the illness of the person concerned and that the illness is such as to require care by another person; or

- More than 10 days – Where more than ten days' sick leave in any year of service is sought to be used for caring purposes Council may require the employee to produce a medical certificate from a qualified medical/health practitioner showing the nature of illness of the person concerned and such other information as may be reasonably necessary to demonstrate that the illness is such as to require care by the employee and that no other appropriate care arrangements are reasonably available, or

- Establish by production of documentation acceptable to Council or a statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care by the employee.

In normal circumstances, an employee will not be approved to proceed on carer's leave where another person has taken leave to care for the same person.

The entitlement to use sick leave in accordance with this policy is subject to:

a) The employee being responsible for the care of the person concerned; and

b) The person concerned being:

   i. A spouse of the employee; or a defacto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person, or

ii. A child or an adult child (including an adopted child, a step child, foster child, or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee, or

iii. Same sex partner who lives with the employee as the de facto partner, or

iv. A relative of the employee who is a member of the same household.

For staff that are employed on a casual basis the Local Government (State) Award 2014 applies in relation to Carers' Leave.

Requirements for Taking Carers' Leave

An employee shall, wherever practicable, give Council notice prior to the absence of the intention to take leave, the name of the person requiring care and that persons's relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee shall notify Council by telephone of such absence at the first opportunity on the day of absence.

Time Off in Lieu of Payment for Overtime - An employee may, with the consent of the General Manager, elect to take time in lieu of payment overtime accumulated in accordance with provisions of Local Government (State) Award 2014 for the purpose of providing care and support for a person in accordance with provisions of this policy.

Make-up - An employee may elect, with the consent of the General Manager, to work "make-up time", under which the employee takes time off during ordinary hours, and works those hours at a later time, within the spread of ordinary hours provided in Local Government (State) Award 2014, at the ordinary rate of pay for the purpose of providing care and support for a person in accordance with provisions of this policy.

Annual Leave and Leave Without Pay - An employee may elect with the consent of the General Manager, to take annual leave or leave without pay for the purpose of providing care and support for a person in accordance with provisions of this policy. Such leave shall be taken in accordance with provisions of Local Government (State) Award 2014 and Council Policy.

BEREAVEMENT LEAVE

Where an employee other than a casual is absent from duty because of a death in the family or a member of the employee's household, and provides satisfactory evidence to Council of such, the employee shall be granted four days leave with pay upon application.

For staff that are employed on a casual basis the Local Government (State) Award 2014 applies in relation to Bereavement Leave.

For the purposes of this leave, family shall mean:

a) A spouse of the employee; or

b) A de facto spouse, who, in relation to a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or

c) A child or an adult child (including an adopted child, a step child, foster child or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee, or

d) A same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or

e) A relative of the employee who is a member of the same household, where for the purposes of this paragraph:

- "relative" means a person related by blood, marriage or affinity;
- "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and
- "household" means a family group living in the same domestic dwelling.

PARENTAL LEAVE

Relationship with federal legislation – Clauses 20E, 20F, 20G and 20I of this Policy shall apply in addition to:

(i) Chapter 2, Part 2-2, Division 5 – 'Parental leave and related entitlements' of the National Employment Standard (**NES**) under the *Fair Work Act 2009* (Cth); and

(ii) the *Paid Parental Leave Act 2010* (Cth).

Note: Division 5 of the *Fair Work Act* 2009 (Cth) relates to:

- unpaid parental leave, including unpaid adoption leave
- unpaid special maternity leave
- transfer to a safe job and no safe job leave

REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS

Requests for flexible working arrangements

Chapter 2, Part 2-2, Division 4, Requests for Flexible Working Arrangements of the *Fair Work Act 2009, shall apply.*

PAID PARENTAL LEAVE

Definitions

PPL instalments shall mean instalments paid during the paid parental leave period under the *Paid Parental Leave Act 2010* (Cth).

Parental leave make-up pay shall mean the employee's ordinary pay, inclusive of PPL instalments. A casual employee's ordinary pay shall be calculated by averaging the employee's ordinary time earnings in the 12 months immediately prior to the employee commencing paid parental leave.

Eligibility

This shall apply to an employee who is receiving PPL instalments as a primary or secondary claimant under the *Paid Parental Leave Act 2010* (Cth).

Entitlement to parental leave make-up pay

- An employee shall be entitled to parental leave make-up pay for the period that they are receiving PPL instalments, up to a maximum of 18 weeks.
- The period of parental leave make-up pay shall be counted as service for the purposes of long service, annual and sick leave accruals and superannuation.
- Requalification period – An employee shall not be entitled to a further period of parental leave make up pay unless the employee has returned to work for the council for at least 3 months since their previous period of parental leave.

Employee's right to choose

- An employee who satisfies the eligibility criteria for paid maternity leave or paid special maternity leave under Clause 19F, Paid Maternity Leave, of the *Local Government (State) Award 2007*, may elect to receive paid maternity leave and / or paid special maternity leave in accordance with the provisions of the *Local Government (State) Award 2007* in lieu of the entitlement to parental leave make-up pay under this State Award (2014), provided that the requalification period of three (3) months has been applied.
- This subclause shall not apply where another employee of council receives parental leave make-up pay in connection with the pregnancy or birth of the child.

CONCURRENT PARENTAL LEAVE

An employee, other than a casual, who is a supporting parent shall be entitled to up to 10 days paid concurrent parental leave from their accrued sick leave balance at the time their partner gives birth to a child or at the time the employee adopts a child provided that the employee has had 12 months continuous service with council immediately prior to the commencement of their concurrent parental leave.

Notice of intention to take paid parental leave the employee must:

- Provide Council with certification of the expected date of confinement at least 10 weeks before the child is due. This is known as the first notice.
- Advise Council in writing of her intention to take paid parental leave and the proposed start date at least 4 weeks prior to that date. This is known as the second notice.
- Provide a signed statutory declaration that the employee will be the primary care giver to the child and that the paid parental leave will not be taken in conjunction with any partner accessing paid parental leave entitlements.

TRANSFER TO A SAFE JOB

Council is required to transfer a pregnant employee to a safe job if a medical practitioner deems it inadvisable for her to continue in her present position.

There must be no other change to the pregnant employee's terms and conditions of employment. If an employer does not think it reasonably practicable to transfer the employee to a safe job the employee may take paid leave immediately.

When utilising/accessing the leave under this section of the Act the employer must allow the employee paid leave until:

1. The end of the period stated in the medical certificate; or
2. The end of the day before the birth of the child.

In the event that this leave is granted there is no deduction from any staff leave accruals and payment is as ordinary pay.

VARIATIONS TO THE LEAVE PERIOD

The employee is entitled, once only, to extend the period of parental leave by giving 14 days written notice to the General Manager. Further extensions to the leave period are subject to the General Manager's approval.

Shortening the period of parental leave is subject to the General Manager's approval.

Applications to vary the period of parental leave are to be made in writing and give 14 days notice.

In unforeseen circumstances, such as miscarriage, still birth or infant death, Council shall adopt the provisions of the Industrial Relations Act and take into account the particular circumstances of each case.

RIGHT OF RETURN TO WORK

When parental leave ends, the employee will return to their former position. If it is no longer available, the employee will move to a position of comparable status and rate of pay.

Advice to replacement employees of early termination - The General Manager (or another appropriate officer with delegated authority) shall formally advise employees engaged or transferred to replace an employee on parental leave that their employment may be terminated or their transfer discontinued earlier than anticipated, if early return from parental leave is approved. Any letter of appointment issued to a replacement or transferred employee is to include a paragraph as follows:

"The employee of Council you have been engaged to replace on a temporary basis is currently on Parental Leave. Notwithstanding the period of the temporary employment state above, it may be necessary to terminate your temporary employment in accordance with provisions of the Local Government (State) Award 2014 should the employee return to work earlier than currently approved."

ADOPTION LEAVE

An employee, other than a casual, who has or will have primary responsibility for the care of an adopted child is entitled to up to 4 weeks paid adoption leave at ordinary pay from the date the child is placed with the employee for adoption.

Paid adoption leave must not extend beyond 4 weeks of the date of placement of the child.

This adoption leave shall not apply where an employee of council receives parental leave make-up pay in connection with the adoption of the child.

JURY SERVICE & COURT ATTENDANCE LEAVE

An employee required to attend jury service during ordinary working hours shall be reimbursed by Council and the amount paid will be equal to the difference between the amount paid in respect of the attendance for duty and the employee's ordinary pay for the period of jury service. Council will pay the employee their normal fortnightly wages as in most cases the employee will not receive payment for jury duty until after the jury duty has been completed, in these cases the employee is to return all monies received to Council for receipting. The employee is entitled to keep any travel expenses paid during this period of jury service.

An employee shall notify the Council as soon as possible of the date upon which the employee is required to attend for jury service and provide proof of attendance and the payment received in respect of jury service.

PUBLIC HOLIDAYS

The days on which holidays shall be observed are as follows: New Years' Day; Australia Day; Good Friday; Easter Saturday; Easter Monday; Anzac Day; Queen's Birthday; Labour Day; Christmas Day; Boxing Day and all locally proclaimed holidays within the Council's area, and all special days proclaimed as holidays to be observed throughout the whole State of NSW.

Where any of the holidays prescribed by Local Government (State) Award 2014 fall on a day ordinarily worked by the employee, the employee shall not have a reduction in ordinary pay.

Except as otherwise provided, where an employee is required to work on a holiday as prescribed by Local Government (State) Award 2014, the employee shall be paid at double time and a half inclusive of payment for the day with a minimum payment of four hours worked.

All employees classified in the operational band of Local Government (State) Award 2014 employed in garbage, sanitary and sewage (other then the supervisor) who are required to work on Good Friday or Christmas Day shall be paid at triple time inclusive of payment for the day with a minimum payment of four hours work.

Where an employee is required to work ordinary hours on a holiday as prescribed by Local Government (State) Award 2014, the General Manager (or nominee) and the employee may agree that the employee be paid time and a half for the hours worked on a holiday and in addition, grant a day off in lieu to be paid at ordinary time for each holiday worked. Such leave shall be taken at a mutually convenient time.

When a holiday occurs on a day that an employee is rostered off while employed on a seven day a week rotating roster system, the employee shall be paid a day's pay at ordinary rates in addition to the ordinary week's pay. The General Manager (or nominee) may in lieu of making such additional

payment, grant a days leave for each such holiday which may be taken at such time as is mutually agreed to between the General Manager (or nominee) and the employee

Where a RDO falls on a public holiday the employee must take the next available working day as their RDO, unless otherwise agreed to by the immediate supervisor.

LEAVE WITHOUT PAY

(i) Periods of leave without pay, shall be taken at a time mutually convenient to Council and the employee, and shall not be regarded as service for the purpose of computing long service leave, sick leave, annual leave or an employee's entitlement to parental leave make-up pay. Such periods of leave without pay shall not however, constitute a break in the employee's continuity of service.

(ii) An employee shall not be entitled to any payment for public holidays during an **absence on approved leave without pay**.

RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:

- Access to Information Policy;
- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy
- Government Information (Public Access) Act 2009; and
- Grievance Policy;
- Harassment Policy;
- Human Resource Succession Plan;
- Human Resource Training Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relation s Act 1996;
- Injury Incident Management Procedures;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2014
- Local Government (General) Regulations 2005;
- Loss of Drivers License Policy;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act 1955;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth)
- Performance & Misconduct Policy

- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998.
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosure Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

VARIATION

Council reserves the right to vary or revoke this policy

APPLICATION FOR MATERNTY LEAVE CHECKLIST

- ☐ To qualify for paid parental leave you must have completed 12 months continuous service at Council prior to your expected date of confinement.
- ☐ Provide Council with certification of the expected date of confinement at least 10 weeks before the child is due. This is known as the first notice.
- ☐ Obtain a certificate from your Doctor indicating your expected date of confinement.
- ☐ Submit your application for paid parental leave at least 4 weeks prior to the start of your leave.
- ☐ Draft your application for paid parental leave letter.
- ☐ The dates you wish to start and finish your leave.
- ☐ Outline any other leave you wish to take eg annual or long service leave.
- ☐ Outline whether this additional leave is at half or full pay.
- ☐ Complete a statutory declaration indicating you will be the primary carer.
- ☐ Complete a leave form including all leave information (ensure the dates match with all correspondence).
- ☐ Check your total leave period is no more than 52 weeks.
- ☐ Give your application letter; leave form, statutory declaration, and medical certificate with expected date of confinement to your supervisor.

UPPER LACHLAN SHIRE COUNCIL

APPLICATION FOR LEAVE

APPLICANT : ……..

LEAVE TYPE – (tick box below relevant leave)

Annual Leave	**Sick Leave**	**Carers' Leave**	**Long Service Leave**	**Leave In Lieu**	**Without Pay**	**Special** Please state reason below (eg – maternity; supporting parent; jury service; bereavement
						……. …….

COMMENCING ……..... (**Being the first Working Day you will not be at work)**

FINISHING ……. **both dates inclusive** (**Being the last Working Day you will not be at work**)

Total Number of Leave in Working Hours (Do not include Public Holidays or RDO's) **……..**

Please advise when your RDO falls during this period of leave **…….**
(Eg. Monday 25/2/2008)

……
Signed

……..
Date

OFFICE USE

Date Received **……** Sickness Certificate Received: **……**

Leave Balance:

Annual Leave	**Sick Leave**	**Long Service Leave**	**Leave In Lieu**
Hours	**Hours**	**Hours**	**Hours**

Authorised

……..
General Manager/Director/Supervisor

……..
Date

Return this section to employee

Name ……
Your application for leave has been approved with/without payment
Period from …… to …..…….. Both dates inclusive
WORK RECOMMENCES ON Day …….. …… Date ……

All leave balances are documented on each payslip received.

UPPER LACHLAN SHIRE COUNCIL

APPLICATION FOR TIME IN LIEU OF OVERTIME

File - Personnel

DATE	START TIME	FINISH TIME	HOURS	REASON FOR WORKING UP TIME	ALLOCATION
		Total			

NAME _____

SIGNATURE _____

EMPLOYEE NO _____

DATE _____

APPROVED Yes No

General Manager _____

Director of Finance & Administration _____

Director of Works and Operations _____

Director or Environment and Planning _____

Supervisor _____

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