# Other statutory leave policy

1. Introduction
   * 1. Under the National Employment Standards (NES) contained in *the Fair Work Act 2009* (Cth) certain employees may be entitled to other forms of leave, including:
        1. Compassionate Leave;
        2. Long Service Leave;
        3. Community Service Leave; and
        4. Family and Domestic Violence Leave.
     2. This policy sets out the entitlements and related procedures for access to these other forms of statutory leave.
2. Compassionate leave
   1. Entitlement
      1. The entitlement to compassionate leave will be in accordance with the *Fair Work Act 2009* (Cth).
      2. A full time and part time employee is entitled to up to 2 days of paid compassionate leave for each permissible occasion when a member of the employee’s immediate family or household contracts or develops a personal illness or injury that poses a serious threat to his or her life or; after the death of a member of their immediate family or household.
      3. A casual employee is entitled to 2 days of unpaid compassionate leave, in the same circumstances as above.
      4. Employees should note that the statutory entitlement for compassionate leave is for guidance only, and The Company will always take a person’s particular overall circumstances into account in considering the granting of access to further unpaid leave if requested.
   2. Notice of leave
      1. Leave is to be requested using a method or form as required by the Company.
      2. The Company may request reasonable evidence of an employee’s need to take a period of compassionate leave.
3. Long Service Leave
   1. Entitlement
      1. Entitlement to long service leave will be provided in accordance with the relevant applicable Legislation.
      2. The entitlement of part time and casual employees will be calculated on a pro rata basis in accordance with their ordinary hours of work where applicable in accordance with the relevant Legislation.
   2. Notice of leave
      1. The Company encourages employees to take their long service leave as soon as practicable after they become eligible to avoid excessive accrual.
      2. Long service leave must be taken at a time agreed between the employee and The Company.
      3. The Company will not unreasonably refuse a request to take a period of long service leave. However, any request will be considered in the context of operational requirements and the leave of other Employees.
      4. If no agreement to when the leave is to be taken can be met, The Company may seek to provide the employee with written notice of the date on which the employee must take the leave in (subject to and in accordance with relevant legislation)
      5. Long service leave will be paid in accordance with relevant legislation.
      6. Leave is to be requested using a method or form as required by the Company.
4. Community service and jury service leave
   1. Entitlement
      1. The entitlement to community service and/or jury service leave will be in accordance with the *Fair Work Act 2009* (Cth).
      2. Eligible community service and/or jury service is as defined in the *Fair Work Act 2009* (Cth).
      3. Any entitlement to paid or unpaid leave is in accordance with the *Fair Work Act 2009* (Cth).
   2. Notice of leave
      1. Leave is to be requested using a method or form as required by the Company.
      2. The Company may request reasonable evidence of an employee’s need to take a period community service and/or jury service leave.
5. Family and domestic violence leave
   1. Entitlement
      1. The entitlement to family and domestic violence leave will be in accordance with the *Fair Work Act 2009* (Cth).
      2. Family and domestic violence is as defined in the *Fair Work Act 2009* (Cth).
      3. Any entitlement to paid or unpaid leave is in accordance with the *Fair Work Act 2009* (Cth).
   2. Notice of leave
      1. Leave is to be requested using a method or form as required by the Company.
      2. The Company may request reasonable evidence of an employee’s need to take a period of family and domestic violence leave.
      3. Employees should note that the statutory entitlement for family and domestic violence leave is for guidance only, and The Company will always take a person’s particular overall circumstances into account in considering the granting of access to further unpaid leave if requested.
6. Further information

For further information, please speak to your manager.