



Personal / Carer's Leave

Workers are entitled to 10 days personal/carers leave for each 12 months of continuous service with leave accruing progressively throughout the year based on ordinary hours.

The employer must be notified of this absence as soon as reasonably practicable and specify how long the worker will be off or expect to be off work.

A worker may take paid personal/carers leave if the leave is taken:

- Because the worker is not fit for work due to personal illness, or personal injury OR
- To provide care or support to a member of the worker's immediate family due to personal injury or unexpected emergency.

Workers are required to apply for this leave by completing a Leave request form or by telephone/email contact with the employer or designated representative.

A medical certificate or other evidence will be required for the following:

- Absences of more than 3 consecutive days.
- Personal/Carer's leave taken without notice immediately before or after scheduled personal/carers leave, annual leave or a public holiday.

Not adhering to the above policy may result in the worker not being entitled to be paid for this leave.