

SCOPE

The Leave Policy of this is applicable to all employees of Glad.

Employees are entitled to take leave in accordance with the relevant legislation, their Contract of Employment, and the provisions of this Chapter.

ANNUAL LEAVE

a. Benefit:

Subject to an employee's Contract of Employment setting out a more beneficial entitlement, full time employees will, progressively accrue 4 weeks of paid annual leave per year.

Part Time Employees will, progressively accrue a pro rata amount of the full time equivalent of paid annual leave per year, in accordance with their ordinary hours of work.

Casual Employees are not entitled to paid annual leave.

b. Application:

When an employee proposes to take a period of annual leave, the time and date of such leave must be agreed upon with Glad. In considering requests for annual leave Glad will take into account its operational requirements. Glad generally requires 4 weeks' notice in advance.

c. Excessive Annual Leave Balance

Glad may direct an employee who has an annual leave balance in excess of 8 or more weeks to take annual leave in accordance with the requirements of any applicable Industrial Instrument and/or relevant legislation.

d. Cashing out of Annual Leave

Employees covered by an Industrial Instrument permitting the cashing out of annual leave may cash out their annual leave with the written agreement of Glad, in accordance with the requirements of the Industrial Instrument and the Act. Employees not covered by an Industrial Instrument may only cash out their annual leave with the written consent of Glad, in accordance with the requirements of the Act.

PERSONAL/CARER'S LEAVE

a. Benefit

Full Time Employees will progressively accrue 10 days of paid personal/carer's leave per year.

Part Time Employees will progressively accrue a pro rata amount of the full time equivalent of paid personal/carer's leave per year, in accordance with their ordinary hours of work.

Casual Employees are not entitled to paid personal/carer's leave.

b. Purpose

Personal/carer's leave is available for:

- I. Personal illness or injury which means the Employee is not fit to work (sick leave); or
- II. to provide care or support to an Immediate Family or household member, who requires care or support because of illness, injury or unexpected emergency.

c. Notification

An employee must notify their manager directly by telephone call (and not via voicemail, text message or by requesting another person to pass on a message) prior to the absence or as soon as reasonably practicable that he or she will be absent. In cases where the employee's manager is unavailable, the employee should notify their manager or other appropriate person (such as HR) directly by telephone.

d. Evidence

For all absences taken as Personal/Carer's Leave, an employee may be required by Glad to provide a medical certificate from a registered health practitioner or other form of documentary evidence satisfactory to Glad, to substantiate the reason for the leave taken.

COMPASSIONATE LEAVE

a. Benefit:

- I. Full Time Employees and Part Time Employees will be entitled to a period of 2 days paid compassionate leave for each occasion an Immediate Family or household member suffers from a serious or life threatening personal injury or illness, or has died.
- II. Casual Employees will be entitled to a period of 2 days unpaid compassionate leave for each occasion an Immediate Family or household member suffers from a serious or life threatening personal injury or illness, or has died.

Additional unpaid compassionate leave for all employees may be granted at the discretion of Glad. Any additional unpaid leave will only be considered once all other leave forms have been exhausted.

b. Taking compassionate leave:

Compassionate leave may be taken as:

- i. a single, unbroken period of 2 days;
- ii. 2 separate periods of 1 day each; or any separate periods to which the employee and Glad agree.

c. Evidence:

For all absences, an employee may be required by Glad to provide a medical certificate from a registered health practitioner or other form of documentary evidence satisfactory to Glad.

PARENTAL LEAVE

a. Benefit for primary carers:

- i. Full Time Employees and Part Time Employees with at least 12 months continuous service with Glad will be entitled to a maximum period of 12 months unpaid parental leave to be the primary carer of a newborn or newly adopted child.
- ii. Casual Employees who have been employed with Glad on a regular and systematic basis for at least 12 months will also be entitled to a maximum period of 12 months unpaid parental leave to be the primary carer of a newborn or newly adopted child.

b. Concurrent leave

An eligible employee may take up to 8 weeks of unpaid parental leave concurrently with their partner's parental leave in accordance with the Act. Concurrent leave must not start earlier than the date of the birth of the child/placement for adoption unless Glad agrees.

c. Application:

Employees must give Glad at least 10 weeks written notice before they start their parental leave, or if this is not practicable, as soon as is practicable. The notice should include the approximate start and end date of their parental leave. If the employee wishes to vary their intended date to return to work (while on parental leave), 4 weeks' notice should be given of their new proposed return date.

d. Other Leave

Employees may apply for other types of paid leave to be taken concurrently with parental leave, e.g. annual leave. Employees are not entitled to paid personal/carer's leave or compassionate leave during parental leave. The taking of paid leave does not extend the total period of parental leave available to Employees.

Employees may also be entitled to special forms of parental leave, including special maternity leave and no safe job leave in accordance with the Act.

e. Extension/Reduction of parental leave:

Subject to the Act, employees may request to extend their parental leave for a maximum period of 12 months (beyond their initial 12 month entitlement). Requests for extensions should be made in writing at least 4 weeks before the end date of the employee's initial period of parental leave to the General Manager. An extension may be granted or refused based on the operational requirements of Glad.

If an eligible employee does not use all of their initial 12 month entitlement to unpaid parental leave, they may extend their period of proposed leave in accordance with the Act. In these situations, the employee

must provide Glad with at least 4 weeks' notice in writing before the proposed end date of the original leave period. The notice must specify the new end date for the leave.

There is not an automatic entitlement to return to work before the planned date (other than in accordance with s 77A of the Act). If an employee wants to reduce their parental leave and return to work earlier than planned, Glad must agree to the request.

LONG SERVICE LEAVE

a. Benefit:

Glad provides long service leave in accordance with the applicable legislation in the relevant State or Territory.

b. Application:

When an employee proposes to take a period of long service leave, the time and date of such leave must be authorised by Glad. Authorisation by Glad will be subject to the operational requirements of Glad. Glad generally requires:

- i. 4 weeks' notice if taking more than 2 weeks long service leave; and
- ii. 6 weeks' notice if taking more than 4 weeks long service leave.

COMMUNITY SERVICE LEAVE

a. Benefit

An employee who engages in an eligible community service activity is entitled to be absent from employment in certain circumstances. An eligible community service activity includes jury service. In certain circumstances, eligible employees will be entitled to paid and unpaid leave in accordance with the Act.

b. Application

Employees must give Glad notice of their community service leave as soon as practicable (which may be at a time after the absence has started) and their expected period of leave.

PROCEDURE TO REQUEST LEAVE

All employees must complete the relevant forms prior to taking any leave or being absent from work, or if not practicable, immediately after returning to work. All employees must:

- a. complete the relevant leave forms, which can be found on the intranet;
- b. obtain approval from the relevant manager;
- c. send the forms(s) directly to Payroll and HR.

IMPORTANT: You should be aware that any period of unauthorised absence may constitute a breach of your Contract of Employment.



Nick Iloski

Managing Director

Glad Group, comprising of:

Glad Group Pty Ltd | ABN 62 092 928 115

Glad Cleaning Service Pty Ltd | ABN 43 054 617 891

Mutual Cleaning and Maintenance Pty Ltd | ABN 53 006 516 810

Glad Maintenance Pty Ltd | ABN 85 127 522 481 | Contractor's Licence: 215410C

Glad Security Pty Ltd | ABN 122 097 590 | Security Licences: NSW 409557154, ACT 17502081, QLD 3199590, VIC Licence 763-211-20S, WA SA40606

