

# LEAVE ENTITLEMENTS TABLE

Leave Type	Paid?*	Entitlement	Notes
<b>Annual.</b>	Yes.	<p>Four weeks per year (pro-rata for part time employees) or five weeks per year for certain shift workers.</p> <p>Rolls over year to year.</p> <p>1 ordinary hour worked = 0.0769 hours of annual leave accrued.**</p>	All Employees are entitled to be paid out their accrued annual leave (including any leave loading) on termination of employment (irrespective of what the Award states).
<b>Personal / Carer's (aka Sick).</b>	Yes.	10 days per year (pro rata for part time employees).	Generally not paid out on termination of employment, however, this is subject to the applicable Modern Award or Enterprise Agreement.
<b>Parental.</b>	<p>A portion of the leave is paid by the Dept of Human Services for eligible employees.</p> <p>Subject to any existing Company policy.</p>	<p>Employees with 12 months, who are the primary caregiver can request an initial period of up to 12 months off work following the birth or adoption of a child.</p> <p>An additional period of up to 12 months leave can also be requested.</p>	<p>Can apply to casual employees with 12 months service.</p> <p>An additional two weeks of paid leave is available to employees as of 1 July 2024. By 2026 employees will be entitled to 26 weeks of paid leave.</p>
<b>Dad and Partner.</b>	Yes, by the Dept of Human Services if eligible.	Two weeks unpaid leave following the birth or adoption of a child.	Paid by the Dept of Human Services. The employee is required to take leave without pay for this period.
<b>Compassionate / Bereavement.</b>	Yes.	Two days per instance of an immediate family member or member of the household suffering a serious illness/injury or passing away.	<p>You can ask for evidence to support the need for compassionate leave.</p> <p>Evidence could be in the form of a medical certificate, a death certificate or a funeral notice for example.</p>
<b>Community Service.</b>	No.	No accrual - in the event of an emergency a member of an emergency service team are entitled to take time off to assist that service.	<p>For example volunteer firefighters during a bush fire or military reservists.</p> <p>Jury service is considered community service leave also however, a portion of this time is paid (see below).</p>
<b>Jury Duty.</b>	Yes. Subject to each state/territory.	Full and part time employees receive make up pay for the first 10 days.	Specific details vary subject to the state or territory.
<b>Paid Family and Domestic Violence.</b>	Yes.	10 days per 12 month period.	<p>Includes casual employees.</p> <p>Employees should receive the exact pay they would have received if they had been at work.</p> <p>Payslips and records should not give any indication that the employee has accessed this leave. This could pose a significant safety risk.</p>

\*Permanent Employees Only (as a general rule casual employees do not receive paid leave - parental and family and domestic violence leave excepted).

\*\*Part time Employees not covered by an Award or an Agreement working irregular hours calculate the ordinary hours on which annual leave and sick/carer's leave accrues by averaging the number of hours over each four week period.