

DOB ENTERPRISES PTY LTD

DOB Attendance Policy
IMS-501-02-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
01.04.18	0	Sunette Opperman	Creation	S Rupert	S Rupert
07.08.18	1	Kimarie Meyers	Worksite, requirements	S Rupert	S Rupert
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DOB Attendance Policy

This policy covers expected hours of work, presence at the designated worksite, breaks, and leave policies.

Purpose of this policy

The purpose of this policy is to ensure that team members are present and where they are expected to be to contribute to their team's work and to help with workflow.

Excessive leave, absenteeism, and group absences can have a negative impact on teams and their productivity. This policy intends to manage these issues.

Expected hours of work

Full time employees are expected to be at work from 9.00am – 5.00pm, from Monday through Friday.

Overtime will not be paid without preapproval from your manager and the Director.

Part time employees are expected to clearly set their hours with their management team.

Some employees may be required to work additional hours to fit their team needs (for example, those team members who perform scheduling duties may need to work out of hours to accommodate rostering needs). These arrangements will be addressed on an individual basis with management.

If an employee requires a change in their hours, whether it is short-term or long-term, they are expected to clearly discuss these needs and the anticipated duration of these needs (as best as they can be assessed at the time) with their manager and the Director.

Presence at the worksite

Employees are expected to be present at their designated worksite (designated working from home sites are considered worksites along with offices and depots) during working hours unless they have made prior arrangements with the Director.

If an employee is unable to be at the worksite for any reason during work hours, including for work-related appointments or travel, they are required to notify their manager and the Director as soon as possible and prior to the appointment or travel.

In addition to being a courtesy to your team members, this is a requirement for ongoing planning and insurance risk management.



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Breaks

Employees are expected to adhere to their allocated lunch schedule. This schedule has been designed to maintain appropriate coverage of all departments.

Employees receive ½ hour for lunch. It is important to return from lunch in a timely manner – tardiness or delay can impact others by delaying the next person who is due to go to lunch, by creating a knock-on effect for people who take lunch later, and by leaving a department understaffed.

If an employee needs to adjust their lunch schedule on a one-off basis, they should discuss this with their team **and** confirm it with management.

If an employee needs to adjust their lunch schedule on a permanent basis, they should contact payroll and Management with their request.

If an employee needs to take a longer lunch, they should contact management to make arrangements to make up the extra time or use their leave as necessary.

Lunches will be scheduled according to departmental needs, individual considerations, and management discretion.

Leave

DOB permanent, full-time staff members receive 20 days (152 hours) of annual leave per year and 10 days (76 hours) of personal leave per year. These days are earned pro-rata for permanent part-time employees.

Leave without pay does not accrue annual leave.

Casual employees are not entitled to paid leave.

Public holidays will be paid where they fall within a period of approved leave.

Annual Leave

Employees are encouraged to take their annual leave regularly to avoid burnout.

Employees should notify their supervisor and the director as soon as practicable that they intend to take annual leave and the duration of their anticipated leave.

In order to schedule annual leave, an employee is expected to lodge their request on the payroll system for formal approval with their supervisor.



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Annual leave must be applied for and approved in the payroll system prior to commencing a period of annual leave.

Any employees who have accrued excess annual leave, as per the Fair Work Act, may be contacted by management to make arrangements around excess leave if that is allowed by their award.

Personal Leave

The eligibility for personal leave is prescribed by the National Employment Standards and this policy.

To be eligible for personal leave, a staff member is required to satisfy the requirements of reasonable notice and supporting documentation as prescribed in this Policy.

Personal leave accrues up to a maximum of 1820 hours (52 weeks).

Leave without pay does not accrue annual leave.

Staff members are required to advise DOB Management or the Director as soon as practicable of the following:

- That they are unable to work
- The period of leave of expected period of leave.

A staff member is not entitled to leave if they fail to provide notice as soon as practicable.

Where a staff member exhausts their entitlement to personal leave, they will be able to access their accrued annual leave or approved leave without pay.

Personal leave may be taken for periods of 1 hour or greater.

Staff members are entitled to take paid personal leave when they are unable to attend work due to personal (as opposed to work-related) illness, injury, or incapacity, sufficient to permit them to recover.

Paid personal leave is not available if a staff member is receiving workers' compensation payments in respect of their absence.

Personal leave is available where a staff member is unable to attend work because of family/carer responsibilities. Such responsibilities may include:



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- Caring for an immediate family member who is ill or incapacitated temporarily and there is an unexpected absence of the usual carer (such as the unexpected closure of a child's school)
- Or an unexpected emergency. The approval of personal leave is subject to a staff member being responsible for the care of the immediate family member concerned. Staff members cannot take personal leave where another person is responsible for the care of the same family member unless a staff member can demonstrate a genuine need. (See Appendix A)

Where an immediate family member has a serious illness, injury or dies, a staff member may access personal leave for the purpose of attending to the person, making arrangements for and/or attending the funeral, and/or attending to personal or other arrangements after the funeral

A staff member may access a maximum of two days personal leave per year for compassionate or bereavement leave.

Staff members are expected to provide reasonable notice to DOB management.

DOB Management is entitled to request supporting documentation that would substantiate the reason for the absence. Examples include:

Medical certificate: A staff member applying for personal leave in excess of one working day will be required to provide a medical certificate or other supporting documentation to justify the absence. Where the medical certificate states that the staff member is unfit to perform their duties, DOB management will consider and where reasonably appropriate, act on the medical advice relating to the staff member's illness, injury, or incapacity for the prescribed period.

Early return to work: Where a staff member is able to return to duties before the date specified by medical advice, the staff member may be required to provide medical evidence that they are fit to return to duties. In the absence of such advice, the staff member will be granted personal leave for the full period.

A staff member is **not entitled** to personal leave if they fail to provide supporting documentation (where requested) that would satisfy a reasonable person. In this instance, the absence will be classified as leave without pay unless the staff member applies for and is granted an alternative form of leave.

DOB Management reserves the right to require supporting documentation additional to that which is defined within this policy. In light of workplace health and safety obligations, DOB Management also reserves the right to direct a worker to seek medical clearance to continue to perform their duties.



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DOB management requests that medical appointments be made during staff members' personal time so as not to impact on DOB's business operations. Personal leave is not to be used for routine or scheduled medical appointments for a staff member or a family member. The only exception is where the medical appointment is directly related to a staff member's absence due to illness, injury, or incapacity. A staff member is required to apply for annual leave or variable hours or agree with their supervisor to otherwise make up time for these absences.

Leave without Pay

In all cases, applications for leave without pay will be considered by taking into account the:

- Staff member's circumstances, and
- DOB's operational requirements.

Leave without pay is not an entitlement and will be subject to the approval and convenience of DOB management. It is expected that a staff member will have exhausted all available paid leave entitlements before applying for leave without pay. Public holidays will not be paid where they fall within a period of approved leave without pay.

Leave without pay must be recorded in the payroll system.

Continuity of Service

All paid leave will count as service for the purpose of leave accrual, length of service, and incremental progression.

Where a period (or periods) of leave without pay exceeds in aggregate 15 working days for full-time staff members (pro-rata for part-time staff members), the increment date will be delayed by a period equivalent to the whole period of leave without pay.

When a period or periods of leave without pay exceeds an aggregate 14 working days for full-time staff members (pro-rata for part-time staff members) in any calendar year, the period of absence from duty will not be counted as service for the accrual of annual leave in that period.

Where a period or periods of leave without pay exceeds an aggregate of six months, the excess over six months will not be counted as service in determining the total service for long service leave purposes.



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Excessive Absenteeism

DOB Management will manage personal leave in a fair manner that takes into account the circumstances of a staff member's absences.

If DOB management is concerned about a staff member's welfare, safety, or ability to perform their duties, management may request that a staff member obtain medical clearance before returning to work.

Flexibility

DOB appreciates that its employees have lives outside of work, and occasionally people will need to adjust their schedules to accommodate life changes. DOB is committed to providing staff members with opportunities to arrange their schedules flexibly where possible. Examples include:

- adjusting lunch hours to accommodate a brief absence
- allowing staff members to start early in order to accommodate an extended lunch need
- allowing part-time staff members to work different days or hours

These flexible arrangements should always be discussed with your department and management before they occur, and they will be approved at management's discretion. Factors that will weigh into management's decision to adjust hours temporarily may include:

- Business and departmental needs
- Other staffing concerns
- Work management
- The reasons why an employee is requesting an adjustment
- The duration of the required adjustment
- The potential for workplace disruption
- Performance
- And other issues as management sees fit.

Compliance and breaches

DOB management may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

Abandonment of employment

The absence of an employee from work for a continuous period exceeding three (unless specified differently under your relevant award) working days without the



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consent of the Director of DOB and without notification to the Director of DOB in writing is prima facie evidence that the employee has abandoned their employment.

If within a period of 14 days from their last attendance at work or the date of their last absence in respect of which notification has been given or consent has been granted an employee has not established to the satisfaction of their employer that they were absent for reasonable cause, the employee is deemed to have abandoned their employment.

Termination of employment by abandonment in accordance with this clause operates as from the date of the last attendance at work or the last day's absence in respect of which consent was granted, or the date of the last absence in respect of which notification was given to the employer, whichever is the later.

General Good Practice

Employees should work to ensure the following where possible:

- Their department is not left unstaffed during work hours
- There is someone available to cover their duties if they are unable to attend work
- They have an away message on their email if they are aware that they will not be able to attend work. This email should advise people of the staff member's intended return date and provide alternate contact information for someone in the company who has agreed to assist in the event of an urgent situation.
- Employees should consult with their colleagues in order to ensure that there is minimal disruption when they are absent



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Appendix A:

Sick & carer's leave

Sick and carer's leave (also known as personal leave or personal / carer's leave) lets an employee take time off to help them deal with personal illness, caring responsibilities and family emergencies.

Sick leave can be used when an employee is ill or injured.

An employee may have to take time off to care for an immediate family or household member who is sick or injured or help during a family emergency. This is known as carer's leave but it comes out of the employee's personal leave balance.

The National Employment Standards includes both paid and unpaid leave entitlements. For more information go to:

- Paid sick and carer's leave
- Unpaid carer's leave.

Immediate family members or household members

An immediate family member is a:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling, or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner).

This definition includes step-relations (eg. step-parents and step-children) as well as adoptive relations.

A household member is any person who lives with the employee.

Source reference: Fair Work Act 2009 s.12 and 97



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