

## **EXTENDED PERIODS OF LEAVE WITHOUT PAY**

### *Objective*

To determine circumstances under which leave without pay for extended periods (in excess of four weeks) will be granted to employees of Gilgandra Shire Council.

### *Scope*

All full and part-time employees of Gilgandra Shire Council

### *Policy*

1. A request for an extended period of leave without pay be defined as a request for leave without pay in excess of a four week period;
2. An employee must have a minimum of five years of continuous service with Council prior to a request for extended leave without pay;
3. No more than 26 consecutive weeks leave be allowed, including any combination of leave without pay, annual leave and long service leave;
4. At least four (4) weeks prior to the scheduled date of return to work following leave without pay, the employee must confirm to Council their intention to return to work and if there is no confirmation from the employee, the position will be deemed to be vacant and Council will take action to fill the position;
5. The General Manager may approve a return to work at a date earlier than the scheduled date of return subject to the employee giving four (4) weeks' notice;
6. An employee can notify Council at any time during the period of leave of their intention not to return to work subject to the provision of the relevant Award Termination of Employment provisions;
7. Reference to the relevant Award and legislation shall be made to determine the entitlement, if any, to accrual of long service leave, sick leave and annual leave and public holidays occurring during the period of leave; and
8. All periods of extended leave without pay shall be taken only with the agreement of both employer and employee.
9. Leave without pay up to four weeks in any one year may be approved by the relevant Director.

### *Relevant Legislation*

Local Government (State) Award 2020

Local Government Aged, Disability and Home Care (State) Award

### *Associated Documents*

Nil

<b>Responsible Officer:</b>	Director Growth and Liveability		
<b>Date Adopted:</b>	15/3/07 18/2/15 17/2/16 20/3/18 16/2/21 21/02/23	<b>Resolution No:</b>	107/07 15/15 18/16 48/18 15/21 11/23
<b>Version:</b>	5.0	<b>Review Date:</b>	February (annually)