



Guardian Angel Home Care

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Leave Policy

All staff is advised that the company's policy relating to annual leave and sick leave is as follows:

LEAVE POLICY

1. Scope

Guardian Angel Home Care believes strongly that their employees should lead a balanced life and that not only should employees have commitments and interests outside of their working life; but that this is a desirable and healthy lifestyle which should be encouraged.

Many employees have young families, sporting commitments, hobbies and or family living in other states; Guardian Angel Home Care believes that their employees should use their allotted holidays to enjoy their commitments and achieve their goals that exist outside of their normal working life.

Guardian Angel Home Care also believes that if an employee is legitimately sick it is not only in the best interest of the individual but also the collective employee population that the individual does not come to work whilst sick. It is Guardian Angel Home Care belief that individuals who front for work when sick are only prolonging their own sickness, but in addition risking the health and well being of fellow employees.

Guardian Angel Home Care and its subsidiaries believe that the scheduled and coordinated rostering of annual leave and the genuine use of sick leave will ensure that the productivity levels of all departments are maintained at levels that ensure the continued success of the organization as a whole.

It is important for all employees to realize that accrued annual leave appears as a liability on the company's balance sheet and must be managed and budgeted for accordingly. It is imperative for the company's economic forecasts and financial well being that all liabilities are controlled and acknowledged, *for* these reasons alone holidays can not be accrued and must be taken each year.



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2. Policy

Annual Leave

- All fulltime employees are entitled to 20 days annual leave per year
- All permanent part time employees are entitled to annual leave on a pro rata basis of their actual hours worked
- All requests for leave are to be made in writing using the appropriate form (See Appendix) to your Operations Manager.
- Operations Manager must notify Payroll (Finance Dept.) both by e-mail and also provide a facsimile copy of application form for record keeping purposes
- Request will be treated on a first in best dressed basis
- While every effort will be made to accommodate all requests for Annual Leave by employees they are requests only and the responsibility of ensuring the company runs efficiently and productively is of paramount importance and will be the prime objective in all instances
- Once a request has been granted Operations Manager then they must abide by this request, any need to change this request must then be negotiated between the individual employee and the Operations Manager and any outcome must be mutually agreed to by both parties
- New employees must complete 12 months service before being allowed to request time off.
- Any requests for time off by New Employees for exceptional circumstances, including birth, death, family emergency etc. must be made to the Operations Manager and these will be reviewed on a case by case basis
- If two or more employees request to take leave at the same time then the employee who has the most leave owing will be given priority
- Where possible employees who have children will be given priority to leave date that coincide with school holidays
- No leave is to be taken in the months of November & December or the week before Easter
- Operations Manager is requested not to take holidays at the start or end of month trade periods, request for holidays at these times by Operations Manager must be approved by the Director/Secretary.
- As a guideline holidays of one week should be taken from Monday to Friday, exceptions to this should be approved by Operations Manager
- Annual Leave will be paid on a weekly basis and not as a lump sum



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- Under no circumstances can or will Annual Leave be paid for a period in lieu or in addition to other weekly pays; unless Annual Leave has actually been taken
- Annual Leave will accumulate throughout an employees employment history
- Annual Leave upon termination, redundancy, resignation of an employee will be paid as part of that employees final payment

Sick Leave

- Employee are entitled to 7 sick days per year, this is considerably more than required by law and reinforces Guardian Angel Home Care belief about a healthy workforce being a productive workforce
- Employees are entitled to two single sick days per year where they will not be required to supply medical certificates to explain their absences
- Employees who have had more than two single days off in a year will be required to supply the Payroll (finance Dept.) via their Operations Manager a genuine medical certificate before sick leave will be paid for the leave attributed to sickness
- Employees who take two or more days off sick in succession must supply the Payroll via their Operations Manager a genuine medical certificate before sick leave will be paid for the leave attributed to sickness
- Employees who take a day off sick either side of a public holiday long week end must supply the Payroll via Operations Manager a genuine medical certificate before sick leave will be paid for the leave attributed to sickness
- All sick leave claimed during other leave periods must be supported by genuine medical certificate and supplied to the Payroll via their Operations Manager before sick leave will be paid for any leave attributed to sickness
- All medical certificates must be completed in full, must be legible, must state what the medical condition is, and must state the name of the treating doctor and the organization they work for. In addition the date of attendance must be stated and any dates on sickness must also be stated
- All sickness related to Work Cover must be accompanied by a completed Work Cover claims form and the relevant State Manager must be notified within 24 hours so they can initiate procedures relating to an *Injured Employee* in a timely and professional manner

Carer's Leave:

- An employee with responsibilities in relation to members of either their immediate family or household is entitled to use up to a maximum of 3 days per annum carer's leave



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- any additional time of will be deducted from that employees sick leave entitlement and or annual leave entitlement as nominated by the employee to provide care and support for such persons when they are ill.
- Leave must be taken as a normal working day and not part of, unless negotiated with immediate supervisor.
- If required, the employee must produce evidence as to the illness of the person concerned and that the illness is such as to require care by another.
- Where practicable, the employee must give notice prior to the absence of the intention to take leave, or otherwise notify of such absence at the first opportunity on the day of absence.
- Half pay sick leave will not be available for carer's leave purposes provided in this policy.
- An employee may elect to take unpaid leave for the purpose of providing care to a family or household member who is ill.
- Unpaid leave taken under does not count as service for any purpose.
- Carer's leave is non-cumulative

Bereavement Leave:

- An employee is entitled to 3 days paid leave on each occasion of the death of a member of the employee's immediate family or household or, the death of a partner, foster parent, step parent, guardian or foster child of the employee
- An employee is entitled to 3 days paid leave for bereavement purposes per year
- Proof of death must be provided if requested.
- Each additional day or part of a day used will be deducted from the sick leave and or annual leave entitlements, as nominated by the employee and providing adequate leave has been accumulated
- Bereavement leave is non-cumulative.
- An employee is entitled to use accumulated full pay sick leave as paid bereavement leave up to 3 days on each occasion of the death of a member of the employee's immediate family or household, or the death of a partner, foster parent, step parent, guardian or foster child of the employee, if the employee has already used their current allotment of bereavement leave for a given year
- An employee is entitled to use annual leave for up to 3 days of absence on each occasion of the death of a member of the employee's immediate family or household, or the death of a partner, foster parent, step parent, guardian or foster child of the employee, if the employee has already used their current allotment of bereavement leave for a given year and no accumulated full pay sick leave is available.



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- An employee is entitled to use unpaid leave up to 3 days of absence on each occasion of the death of a member of the employee's immediate family or household, or the death of a partner, foster parent, step parent, guardian or foster child of the employee, if the employee has already used their current allotment of bereavement leave for a given year and no accumulated full pay sick leave or annual leave is available

MATERNITY LEAVE

- An employee is entitled to a maximum of 52 weeks unpaid leave of absence (including the period of mandatory absence and public holidays) for each confinement:
- An employee may apply to the Operations Manager to alter the dates and/or the duration of an absence at any time provided the maximum of 52 weeks is not exceeded.
- Where an employee on maternity leave applies for paid leave at any time after the expiration of the required absence, and is eligible for that leave, the application will be granted.
- An employee who is pregnant is required to be absent from duty 5 weeks before the expected date of confinement until 5 weeks after the actual date of birth of the child, unless the employee provides a doctor's certificate declaring that the employee is fit to either continue or return to duty and the leave officer gives permission in writing.
- In cases where an employee is confined earlier than 6 weeks before the expected date of birth the required absence commences on the date of birth and continues for 6 weeks with the 52 week period of maternity leave absence commencing from the date of confinement.
- Periods of paid leave (AL) during maternity leave will count as service for all purposes. For employees with less than 12 months' qualifying service, the first 12 weeks of maternity leave will count as service for all purposes, whether or not the leave is with pay. Otherwise, periods of unpaid maternity leave will not count as service for any purpose but do not break an employee's continuity of service
- When an employee returns to work after a period of maternity leave the Operations Manager must provide the employee with similar duties at the same classification to those performed
- An employee returning to duty from Maternity Leave will, on application by the employee, be given access to part-time employment, if a suitable part-time position is on offer and the employee is qualified to perform the duties allocated to the position on offer.



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PARENTAL LEAVE

- An employee will be entitled to leave of absence without pay during the period commencing on the day of the birth of a child of the employee, or in the case of an adopted child on the day on which the employee assumes responsibility for the child, and ending 52 weeks thereafter for the purpose of enabling the employee to care for the child.
- Where an employee whose spouse is also an employee is granted leave by virtue of this clause the maximum period which may be granted to the employee under will be such that the sum of the periods of:
 - leave granted to the employee by virtue of this clause;
 - leave granted to the spouse of the employee by virtue of this clause; a
 - leave without pay granted under the maternity leave provisions of the (but not including the period of required absence under that Act where this has been granted without pay) does not exceed 52 weeks.
 - A period of leave granted does not count as service for any purpose.

3. Policing

The definition of a year will be based upon when the employee concerned started with the company and this date will be their anniversary date for all future references and ongoing calculations.

The onus on supplying source documents such as medical certificates remains at all times the responsibility of the individual employee.

Under no circumstance other than those agreed to by the Operations Manager will any leave be paid unless all steps outlined above have been adhered to.

Any attempts to submit false information or certificates will be treated as fraud and that employee will be terminated immediately as per their conditions of employment as listed in their Employment Contract.

Operations Managers who repeatedly not supply relevant information relating to annual leave requests and documentation relating to sick leave in a timely and professional manner will be counseled accordingly. Continued non performance of this duty and the procedures outlined in this policy could result in that manager's demotion and or termination.

All disputes regarding Annual Leave requests will be handled by the Director/Secretary and their decision will be final.



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Yours truly,

A handwritten signature in black ink that reads "Dennis Corea".

Dennis Corea
Secretary

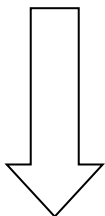
I _____ (print name) have read and understand and agree to comply with GUARDIAN ANGEL HOME CARE leave policy. I acknowledge and confirm this with my signature below:

Signature:.....

Name:.....

Date: / /

Application for Annual Leave and Sick Leave is on the next page....





Guardian Angel Home Care

APPLICATION FOR LEAVE / HOLIDAYS

Name: _____

Date: / /

State: _____

Position: _____

BLOCK LETTERS PLEASE

TYPE OF LEAVE	NO. OF DAYS	COMMENTS
ANNUAL		
L.S.L		
SICK (Dr.'s Certificate Req.)		
BEREAVEMENT		
R.D.O.		
OTHER		
WITHOUT PAY		
TOTAL DAYS		

* Do not include Public Holidays

Last Working Day: / /

First day of Leave: / /

Last Day of Leave: / /

First Working Day: / /

Signature of Employee: _____ Date: / /

Signature of Supervisor: _____ Date: / /