

Leave Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | June 2026

Important Notice

This template provides a general overview of leave entitlements under the National Employment Standards (NES). Your modern award or enterprise agreement may provide additional entitlements. Long service leave varies by state/territory.

1. Purpose

This policy provides an overview of leave entitlements available to [Company Name] employees. It is intended as a reference guide to help employees understand their leave options and the procedures for requesting leave.

2. Scope

This policy applies to all [Company Name] employees. Note that:

- Full-time and part-time employees accrue paid leave entitlements
- Casual employees do not accrue paid leave but receive a casual loading
- Some leave types have eligibility requirements

3. Types of Leave

[Company Name] provides the following types of leave in accordance with the NES and applicable awards:

3.1 Annual Leave

- Full-time: 4 weeks (20 days) per year
- Part-time: Pro-rata based on ordinary hours
- Shift workers: 5 weeks per year
- Accrues progressively and accumulates
- Leave loading may apply (check your award)

3.2 Personal/Carer's Leave

- Full-time: 10 days per year
- Part-time: Pro-rata based on ordinary hours
- For personal illness/injury or caring for family/household members
- Accumulates from year to year
- Evidence may be required

3.3 Compassionate Leave

- 2 days per occasion
- For death or life-threatening illness/injury of immediate family or household member
- Casuals entitled to unpaid compassionate leave

3.4 Parental Leave

- Up to 12 months unpaid leave
- Right to request additional 12 months
- Available to employees with 12 months' service
- Includes birth, adoption and partner leave
- Government Paid Parental Leave may be available

3.5 Long Service Leave

- Entitlement varies by state/territory
- Generally accrues after 7-10 years of service
- Check applicable state legislation

3.6 Community Service Leave

- Jury duty (paid for make-up pay)
- Voluntary emergency management activities (unpaid)

3.7 Family and Domestic Violence Leave

- 10 days paid leave per year
- Available to all employees including casuals
- Does not accumulate
- Confidentiality protections apply

3.8 Public Holidays

- Entitled to be absent on public holidays
- Paid if ordinarily would have worked
- May be requested to work on reasonable grounds
- Penalty rates may apply

4. Requesting Leave

4.1 Planned Leave

For planned leave (e.g., annual leave, scheduled medical appointments):

- Submit request through [insert system/form]
- Provide as much notice as possible
- Minimum notice: [insert period] before leave commences

- Wait for approval before making bookings

4.2 Unplanned Leave

For unplanned leave (e.g., sick leave):

- Notify supervisor as soon as practicable
- Preferably before shift start time
- Provide estimated duration
- Evidence may be required

5. Evidence Requirements

5.1 Personal/Sick Leave

- Medical certificate for absences of [insert number] days or more
- May be required for single day absences in certain circumstances
- Statutory declaration if medical certificate not available

5.2 Carer's Leave

- Evidence of illness, injury or emergency
- Relationship to the person being cared for

5.3 Compassionate Leave

- Death notice, funeral notice or medical certificate
- As reasonably required by employer

5.4 Community Service Leave

- Jury summons and attendance certificate
- Evidence of volunteer emergency service

6. Leave Balances

[Company Name] will:

- Maintain accurate leave records
- Provide leave balances on payslips
- Make leave records available on request
- Calculate leave accruals correctly

7. Leave Without Pay

Unpaid leave may be available in circumstances such as:

- Extended personal leave
- Study leave
- Travel

- Cultural or religious observances

Approval is at [Company Name]'s discretion based on operational requirements.

8. Managing Leave

8.1 Excessive Leave Accruals

Employees are encouraged to take leave regularly. Where annual leave balances become excessive (more than 8 weeks):

- [Company Name] will discuss leave planning
- Employees may be requested to take leave
- Directions to take leave may be issued with appropriate notice

8.2 Leave During Notice Period

- Annual leave can be taken during notice if agreed
- Personal leave taken on evidence basis
- Untaken leave paid out on termination

9. Payment of Leave

9.1 During Employment

- Paid leave is paid at the base rate of pay
- Leave loading may apply to annual leave (check award)
- Leave is included in regular pay cycles

9.2 On Termination

- Untaken annual leave paid out
- Untaken long service leave paid out (subject to eligibility)
- Personal/carer's leave is not paid out

10. Responsibilities

10.1 Employees

- Plan and manage leave appropriately
- Follow leave request procedures
- Provide evidence when required
- Keep contact details up to date

10.2 Managers

- Approve leave fairly and consistently
- Maintain appropriate staffing levels
- Monitor team leave balances
- Keep accurate records

11. Related Policies

This policy should be read in conjunction with:

- Annual Leave Policy
- Personal/Sick Leave Policy
- Parental Leave Policy
- Long Service Leave Policy
- Public Holidays Policy
- Flexible Working Arrangements Policy

12. Review

This policy will be reviewed:

- At least annually
- When NES or award changes occur
- When business requirements change

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Leave Policy. I understand my leave entitlements and agree to follow the procedures for requesting leave.

Employee Name: _____

Signature: _____

Date: _____