



## Leave Without Pay Policy

This Leave Without Pay Policy applies to all Employees of the business.

The objective of the policy is to provide guidelines for employees who require an extended period of time away from work without pay.

The requirement is for all staff to comply with Leave Without Pay Policy.

Procedures (not required)



## Purpose

The purpose of this policy is to provide guidelines for employees who require an extended period of time away from work without pay. This policy aims to ensure consistency and fairness in the treatment of leave without pay requests.

## Objective

The objectives of this policy are:

1. To provide employees with the opportunity to take extended time off work for personal reasons.
2. To ensure that requests for leave without pay are handled in a consistent and fair manner.
3. To maintain appropriate staffing levels and minimize the impact on the business.
4. To ensure that all employees are aware of their entitlements and responsibilities when taking leave without pay.

## Policy Requirements

All employees must adhere to the following requirements:

- Employees must have completed at least 12 months of continuous service with the business to be eligible to apply for leave without pay.
- Employees must submit a written request for leave without pay to their manager at least four weeks in advance of the proposed start date of the leave.
- The request must outline the reason for the leave and the expected duration of the leave.
- The request will be considered by the manager and a decision will be made within two weeks of receiving the request.
- The manager may approve the leave without pay, approve a reduced period of leave, or decline the request.
- Employees who are granted leave without pay will be required to provide regular updates to their manager regarding their availability to return to work.
- Employees on leave without pay will not accrue any entitlements during this period, including annual leave, personal leave or public holidays.
- The business reserves the right to recall an employee from leave without pay if operational requirements dictate this is necessary.
- The employee's position will be held open for the duration of the leave without pay, however, the business may make necessary changes to the employee's position or employment arrangements in line with operational requirements.
- This policy applies to all employees of the business. The business reserves the right to amend or update this policy at any time, and employees will be notified of any changes. Any breach of this policy may result in disciplinary action.



The Director is responsible for communicating the Leave Without Pay Policy to all persons working for or on behalf of the organisation and making it available to interested parties.