



UNPAID LEAVE POLICY

SWA Policy No: 01
Drafted: January 2007
Adopted:
Amended:
Version: 01

Introduction

South West Arts Inc is committed to providing a considered approach to balancing the needs of its employees with those of the Organisation. South West Arts Inc recognises that on occasions, some employees may need to take leave that cannot be catered for with other leave provisions.

This document applies to all permanent full-time and part-time employees. Casual and volunteer workers are excluded from the provisions outlined in this document.

Purpose

The purpose of this document is to outline the provisions for unpaid leave, as well as the application and approval process for taking a period of unpaid leave.

Policy

Leave without pay will only be considered for employees in exceptional circumstances. Each situation will be judged on its merits, with the following factors being taken into consideration:

- Length of Service with the Organisation;
- Record of Performance.

Where applicable, an employee's accrued annual leave is to be utilised before leave without pay will be considered.

Prior to granting leave without pay which extends beyond one week, the Executive Officer must obtain the approval of the Board.

Where leave without pay extends beyond a one week period, other leave entitlements will cease to accrue for the period of unpaid leave.

Responsibilities

It is the responsibility of the **Executive Officer** to:

- adhere to the provisions of this policy when approving applications for leave without pay;
- process all applications for leave without pay as soon as possible.

It is the responsibility of **Employees** to:

- Adhere to the provisions of this policy when making an application for leave without pay;
- Initiate leave applications by completing and submitting the appropriate leave documentation.

Procedure

Leave without pay may be granted to an employee for exceptional circumstances, such as personal reasons.

Applications for leave without pay are to be submitted to the Executive Officer for review.

Applications for leave without pay should be made as soon as the employee is made aware of the requirement for leave.

Upon receiving an application for leave without pay, the Executive Officer is to consider all of the circumstances surrounding the request for leave, and make a decision in consultation with the Board.

It is important that the conditions under which an employee is granted leave without pay are documented in the form of a standard memo (refer to Appendix A). A copy of this memo is to be filed in the employee's personnel file.

SAMPLE LETTER TO BE ISSUED TO EMPLOYEES GRANTED LEAVE WITHOUT PAY

Date

Name
ADDRESS
ADDRESS

Dear _____,

Re: Application for Leave without Pay

In reference to your application for leave without pay for the purposes of [insert reason for leave], I am pleased to confirm approval of this leave subject to the following conditions.

The period of leave without pay will commence [first day of leave] and will conclude on [last day of leave]. Any variation to these leave dates must be approved by an authorised manager of [name of organisation].

Whilst on leave without pay, you will continue to maintain an employment relationship with [name of organisation]. Consequently you may not accept any other employment during the period of leave of absence without the permission of [name of organisation].

On completion of your leave without pay, we will endeavour to return you to the same position you held immediately prior to commencing the leave of absence. If the position is not available we will endeavour to provide you with a position with similar responsibilities and conditions. Please contact your manager no later than the [insert date] to advise of your return date, this will ensure your payroll details are reactivated.

Continuity of service

The period of leave without pay will not be considered a break in your continuity of service.

Unpaid leave will not be taken into account for the purposes of calculating all service related benefits including, but not limited to, the accrual of annual leave and long service leave. All leave balances will be suspended until you return from your leave without pay.

Superannuation

Your superannuation contributions will be suspended for the period of your leave without pay.

Contact with you during your leave

Please ensure that your current contact address and phone numbers are reflected accurately in [name of organisation]'s records to ensure we can contact you if necessary during your leave without pay.

Conduct and Behaviour

Even though you will not be working at [name of organisation] during your leave without pay, because you remain an employee, we expect that you will conduct yourself in a manner befitting a [name of organisation] employee. Any conduct, which might tend to adversely reflect upon the reputation or standing of [name of organisation] will be viewed seriously and may result in disciplinary action being taken on your return.

Notification of return to work

One month prior to the day on which you are expected to return to work you must notify your manager or the Human Resources Department to confirm your return date. This will help in finding suitable work for you upon your return.

We wish you every enjoyment for your time away and look forward to your return. Please sign the attached copy of this memo and return it to me to confirm your acceptance of the terms and conditions of this unpaid leave.

If you have any queries please contact [insert contact details] directly on [insert contact number].

Please sign this memorandum and return it to [insert contact details and postal address]

Yours Sincerely,