



NAMBUCCA VALLEY COUNCIL LEAVE WITHOUT PAY POLICY POLICY NO G 25

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1 Policy objective

The aim of this policy is to establish guidelines for leave without pay.

2 Related legislation

Local Government (State) Award

3 Definitions

Not applicable

4 Applicability

This Policy applies to employees of Council. It does not form part of any employee's contract of employment

5 Policy statement

- 5.1 Council recognises that circumstances sometimes arise where an employee needs to take leave from work but has insufficient accrued leave entitlements to do so. Examples include but are not limited to, non-work related illness, caring for family members or relatives for an extended period of time, travel, study or undertaking volunteer work.
- 5.2 Leave without pay may be available where no paid leave is otherwise available. The granting of this leave is at the discretion of Council. Only employees who have no entitlement to paid leave for the period of their proposed absence may apply for leave without pay. The period of approved leave without pay is at Council's absolute discretion and the leave can be cancelled at any time by the Council for operational reasons.
- 5.3 Employees who are granted a period of leave without pay shall take that leave at a time mutually convenient to Council and the employee. Such leave without pay shall not be regarded as service for the purpose of accrual of long service leave, sick leave, annual leave or an employee's entitlement to parental leave make-up pay. However, such periods of leave without pay shall not constitute a break in the employee's continuity of service.
- 5.4 An employee shall not be entitled to any payment for public holidays if they are absent on approved leave without pay.
- 5.5 Council will not make superannuation contribution payments on an employee's behalf during any period of leave without pay. Employees should review any insurance cover arrangements to check what arrangements apply during a period of leave without pay.

- 5.6 All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period. If an employee does not intend to resume duties on that day or at all, they should notify General Manager in writing at least one (1) month before the expiration date. A failure to make appropriate arrangements with the Council before the expiration date of the leave may result in an employee's employment ending due to abandonment.

6 Applications for leave

- 6.1 To apply for leave without pay, employees should submit a request to the General Manager using the Leave Application Form.
- 6.2 If leave is approved, employees may be required to comply with certain work-related requirements during that period of leave, for example, attendance at work-related training courses or conferences and not accepting other employment during the period.

7 Contact details

- 7.1 Any employee who is granted leave without pay is required to provide Council with up-to-date contact details prior to the commencement of leave and during the period of leave if the employee's contact details change.

8 Variation

Council reserves the right to vary or revoke this policy.

9 History

Department:	Governance	Last Reviewed	Resolution No.
Policy Category	Organisation	11 October 2019	
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Approval Authority	General Manager		
Policy Owner	Manager Human Resources		
Contact Officer	Manager Human Resources		
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