## Leave Entitlements Policy

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| **Version:** 001 |
| **Date approved:**  |
| **Date of review:**  |
| **Authority to amend: Board** |
| **Related documents***Relevant Award* |

ABCD will meet its legal obligations in relation to staff leave entitlements, as per the relevant award.

Entitled leave may be taken at any time convenient to both the employee and ABCD and is subject to the approval of the Manager.

The Chairperson will approve the Manager’s leave.

Where possible, annual leave applications should be submitted at least four weeks in advance.

Where an employee requires immediate leave (e.g. sick leave, bereavement leave), they must notify the Manager to explain their absence from work.

ABCD may grant an employee leave without pay for a period of up to 12 months provided that the work of ABCD is not inconvenienced and all other leave credits are exhausted.

For the purposes of calculating continuous service for leave entitlements:

* absences from work on paid leave will be counted as time worked.
* absences from work on unpaid leave will not be counted as time worked.