



LEAVE WITHOUT PAY POLICY

Human Resources
YASC POL 10 – V6



2024

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Industrial Relations Act 2016(Qld)
YASC Code of Conduct
YASC Leave Policy

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council ('YASC') conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of YASC will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing YASC must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with YASC's principles.

3. PURPOSE OF POLICY

The purpose of this Policy is to outline in what circumstances employees may request leave without pay.

4. COMMENCEMENT OF POLICY

This Policy replaces all other leave without pay policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

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

6. LEAVE WITHOUT PAY

YASC 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 non-work-related illness, caring for family members or relatives for an extended period of time, travel, study, undertaking volunteer work or moving house.

Leave without pay may be available where no paid leave is otherwise available. The granting of this leave is at the discretion of YASC. 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 YASC's absolute discretion and the leave can be cancelled at any time by YASC for operational reasons.

Employees who are granted and take leave without pay will in some circumstances, not accrue entitlements that would accrue if they were working, such as entitlements to annual leave and paid personal/carer's leave.

YASC 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.

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 Human Resources Department in writing at least 2 weeks before the expiration date. A failure to make appropriate arrangements with YASC before the expiration date of the leave may result in an employee's employment ending due to abandonment.

7. APPLICATIONS FOR LEAVE

To apply for leave without pay, employees should submit a request to their Manager using the YASC kiosk system. The Manager will notify the Human Resources Department for final approval and processing.

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.

8. CONTACT DETAILS

Any employee who is granted leave without pay is required to provide YASC 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.

9. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

10. DOCUMENT CONTROL

Adoption Date:	15 December 2015	Resolution No.	Version No. 1
Amended Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 2
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 3
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 4
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 5
Reviewed Date:	26 July 2024	Resolution No. 12:26/07/2024	Version No. 6
Next Review Date:	2025		
Responsible Officer:	Chief Executive Officer (CEO)		

Richard Wright
Chief Executive Officer