

## CARERS LEAVE

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### POLICY STATEMENT

This policy is to inform all employees of their rights and responsibilities when taking carers leave and to establish consistent standards across all departments of Council.

### INTRODUCTION

The purpose of this policy is to set a consistent standard for the taking of carers leave across the organisation. This policy applies to all employees except casuals.

### DEFINITIONS

GM	General Manager
Council	Wentworth Shire Council
Award	Local Government (State) Award 2004
Medical Certificate	A valid medical certificate can only be provided by the following: Doctor of Medicine, Dentist, Physiotherapist, Chiropractor, Osteopath, Psychologist, Podiatrist or Optometrist
JP	Justice of the Peace

### POLICY SCOPE

#### 1. Entitlements

An employee may access accrued sick leave to provide care and support to an eligible class of person as defined in Clause 19 part B subclause (iv)(b) of the Award.

Carers leave is not intended to be used for long term, ongoing care. In such cases, the employee is obligated to investigate appropriate care arrangements where these are reasonably available.

#### 2. Employee Obligations

Employees have the following responsibilities in regard to carers leave:

- to notify their immediate supervisor as soon as possible when they are absent due to sickness of a person who requires care and to indicate how long they expect to be absent. Wherever practicable, such notice should be given prior to the absence;

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Application:	All Staff				
Attachments:	Nil				

- to make formal application for carers leave as soon as possible and to provide the necessary evidence of illness or injury and of responsibility for care of the person concerned.

In normal circumstances an employee must not take carers leave where another person has taken leave to care for the same person.

### 3. Circumstances which require evidence of illness or injury

Council needs evidence of illness or injury to accompany an application for carers leave on all occasions the employee makes such application.

Council requires, as evidence of illness or injury, the following:

- a medical certificate from a qualified health practitioner, registered with the appropriate government authority, which gives date(s) of consultation, evidence of the illness and need for care and support of the person concerned and period(s) of illness; or
- a duly completed statutory declaration which states that the employee is responsible for the care of the person concerned, and gives details of date(s) of illness of the person concerned, details of the illness of the person concerned, period(s) of illness and reasons for not attending a registered practitioner. This must be completed by a JP who is not an employee of Council.

Failure to provide proof of illness or injury may result in loss of pay for the days claimed as carers leave.

A leave form/time sheet must be submitted detailing any carers leave that has been taken no matter how short the duration of the leave.

### 4. Employees Who Have Used All Sick Leave Entitlements

Once an employee has used all sick leave entitlements they may, with the consent of the Council, elect to take other forms of leave granted that may include rostered days off, annual leave, long service leave, time off in lieu of payment for overtime, make up time, and leave without pay. In exercising such discretion, council will give consideration to work loads, equity and relevant organisational considerations.

### ASSOCIATED LEGISLATIONS

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

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This policy can be varied by the General Manager if exceptional circumstances prevail.

- Local Government (State) Award 2004

**ASSOCIATED COUNCIL DOCUMENTS**

- Leave Form
- Carers Leave WPP

**Policy Review**

- This policy may be reviewed at any time and must be reviewed at least annually.

**AUTHORISATION:**

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 Position:      General Manager  
 Date:            ...../...../.....

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