



**Australian News Channel Pty Ltd**

2. Leave Process

**19 August 2020**

## 2.1 Leave Process

#	Description	Responsible	System	KPI/Turnaround
<b>A) Annual Leave (AL) / Time Off in Lieu (TOIL)</b>				
1	Apply for Leave in System	Employee	Humanforce ESS	2 weeks before start of Employee's leave
2	Approve or Decline Applied Leave	Manager	Humanforce ESS	Prior to leave, after agreed with Employee

#	Description	Responsible	System	KPI/Turnaround
<b>B) Long Service Leave (LSL) / Leave Without Pay (LWOP)</b>				
1	Apply for Leave in System	Manager	Humanforce ESS	When requested by Employee
2	Approve Leave in System	Manager	Humanforce ESS	Prior to leave, after agreed with Employee

## 2.2 Leave Process (continued)

#	Description	Responsible	System	KPI/Turnaround
<b>c) Personal / Carers Leave &amp; Compassionate Leave</b>				
1	Apply for Leave in System	Manager	Humanforce ESS	On day leave occurs
2	Medical Certificate Emailed to Manager <sup>(1)</sup>	Employee	Email	On day back from leave
3	Acknowledgement of Leave			
3.1	<b>Award Staff:</b> - Acknowledged with Timesheet Confirmation	Employee	Email	By 9am Monday of pay week
	<b>Other Employees:</b> - Complete and Sign Leave Form <sup>(2)</sup> - Email to Manager	Employee	Email	On day back from leave
	- Email Leave Form/Medical Certificate <sup>(1)</sup> to Payroll	Manager	Email	On day back from leave

(1) Manager or Executive entitled to ask for Medical Certificate at any time, not a specified requirement.

(2) To avoid any confusion around type of leave booked for the Employee at a later date.



End.