**APPLICATION FOR PERSONAL LEAVE**

**NAME**

**PAYROLL NUMBER**

**DEPARTMENT**

**FIRST DAY OF LEAVE**

**LAST DAY OF LEAVE**

**TYPE OF LEAVE**

**PLEASE TICK NUMBER OF ABSENT DAYS**

**\*SICK LEAVE**

**\*CARER’S LEAVE**

Relationship to Employee

\*PLEASE NOTE: MEDICAL EVIDENCE IS REQUIRED FOR EACH OCCASION OF **SICK** AND **CARER'S** LEAVE

**COMPASSIONATE LEAVE**

Life threatening illness, injury or death of

Immediate family or household member

Relationship to Employee

**EMPLOYEE SIGNATURE**

**APPROVED BY**

**Manager cc’d in email to payroll as approval Signature Print Name**

**APPROVERS COMMENTS**

**PERSONAL LEAVE REMINDER**

When you will not be able to attend work due to illness or other reasons outlined below you must call your most senior manager as soon as possible.

You must advise your manager as soon as practicable on the day of the leave, the type of leave and the expected period of leave.

Your immediate manager may advise you of further processes when notifying an absence due to the operational requirements of your area and the need to backfill roles.

**DEFINITIONS OF LEAVE**

**Sick leave**

Employees own illness or injury

Australian News Channel requires employees to substantiate their leave by attaching a medical certificate to their leave form as soon as practical on their return to work.

An employer is entitled to request evidence and a failure to either provide may mean the employee is not entitled to the leave

**Carer's leave**

To provide care or support to a member of your immediate family or household due to personal illness, injury or an unexpected emergency.

Immediate family is spouse, child, parent, grandparent or sibling.

Australian News Channel requires employees to substantiate their leave by attaching a medical certificate to their leave form as soon as practical on their return to work.

An employer is entitled to request evidence and a failure to either provide may mean the employee is not entitled to the leave.

**Compassionate leave**

An employee is entitled to 2 days compassionate leave for immediate family or household members taken as either 2 single days or 2 consecutive days.

Either for a life-threatening illness or injury of an employee's immediate family or household.

Or after the death of an employee's immediate family or household.

**Community Service**

Jury duty

An employee is entitled to a make-up pay for the first 10days that the employee is absent for a period of jury service.

Extended service should be discussed with your manager.

Evidence of Jury duty is required to be provided.

**A Voluntary emergency management activity**

* Fire -fighting, civil defence or rescue body
* Notice of absence as soon as practicable and the expected period of absence.
* Community service is unpaid leave.
* An employer may require the employee to provide evidence that would satisfy a reasonable  
  person that the employee is entitled to the leave.

An employer is entitled to request evidence and a failure to either provide may mean the employee is not entitled to the leave.

Extended leave or requests for unpaid Leave will be considered for approval on a case by case basis by the appropriate Manager AND the CFO/CEO.