

Staffing & Employment

Policy Number: SE13

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Review date: June 2011

Attachments: nil

POLICY REGISTER

Subject: Family-friendly workplace

Primary Responsibility

Operations Manager/Executive Officer and Board

Policy Statement

WSCF is committed to providing a family-friendly workplace. WSCF acknowledges the difficulties that staff may experience balancing work and life demands.

WSCF provides the following policies to support a family-friendly workplace. The policies should be read in conjunction with the NSW Social and Community Services (SACS) Award and the WSCF above-Award Employment Conditions.

SICK LEAVE (including carer's leave)

An employee will be entitled to sick leave on full pay, calculated by allowing fifteen (15) days pro-rata at full pay for each year of continuous service on a cumulative basis less any sick leave on full pay already taken. Employees are entitled to access sick leave to care for a family member who is ill or injured.

LONG SERVICE LEAVE

An employee will be entitled to paid Long Service Leave after five (5) years of continuous service on a pro-rata basis of three (3) months for fifteen (15) years service or one (1) month (i.e. four (4) and one third (1/3) weeks) for 5 years.

Following four (4) years of continuous service staff who have utilised all other leave entitlements may apply to the Executive Officer to access their accumulated Long Service Leave entitlements to address *special* circumstances. Long Service Leave entitlements paid under these circumstances will not be paid in a lump sum but paid over time to support the employee's continued work with WSCF. Staff should provide proof of the illness/injury or related carer responsibilities in a manner satisfactory to the Executive Officer.

PARENTAL LEAVE

A full-time employee who has served for a continuous period of not less than fifty-two (52) weeks who is taking on parental responsibilities with a new born or newly adopted child will be entitled to up to fifty-two (52) weeks unpaid leave including six (6) weeks full pay and six (6) weeks half paid leave. Unpaid leave may be extended for a further fifty-two (52) weeks.

SPECIAL LEAVE

An employee is entitled to a total of five (5) days leave for legitimate ceremonial or cultural purposes, or for compassionate /bereavement leave as negotiated with the Operations Manager or Executive Officer. This leave is non-cumulative year to year. Additional provisions maybe negotiated with the Operations Manager, with approval of Executive Officer as circumstances require.

CHRISTMAS/NEW YEAR LEAVE

Full-time employees will be entitled to three (3) days paid leave (without leave loading) between the Christmas and New Year public holidays each year. This leave will not be subtracted from leave entitlements. Part-time employees will only be paid pro rata for their ordinary working days.

Employees who have commenced employment prior to 1st October of that year will be entitled to an additional four (4) days paid leave (without leave loading) during the Christmas/New Year holiday period. This leave will not be subtracted from leave entitlements. Part-time employees will only be paid pro rata for their ordinary working days.

CHILDREN AT WORK

WSCF recognises that occasionally it may be necessary for children to attend the workplace. This should not be a regular arrangement but should be a short term/one off arrangement only when parents have no other care options available. All children in the workplace must be suitably supervised. Staff should confirm arrangements with the Executive Officer before bringing children to the workplace.

**Adopted by Board on: October 10th 2006, updated on April 4th 2008
02/06/2009**

CROSS REFERENCE

- WSCF above-Award Employment Conditions
- NSW Social and Community (SACS) Award