



Unpaid Leave Policy

Policy number	26	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
Review History:			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

PURPOSE

Gallipoli Barracks Community Centre is committed to balancing the needs of its employees with those of Gallipoli Barracks Community Centre, and recognises that on occasions some employees may need to take special unpaid leave.

The purpose of this policy is to outline Gallipoli Barracks Community Centre 's policy and related processes for applying for, and taking, unpaid leave.

SCOPE

This policy applies to all employees of Gallipoli Barracks Community Centre.

POLICY

- Generally, unpaid leave will only be considered by Gallipoli Barracks Community Centre where an employee's circumstances are exceptional.
- Where available, an employee's accrued leave (such as annual leave, personal leave – if appropriate, and long service leave) will be utilised before unpaid leave will be considered.
- Where an employee takes unpaid leave, other leave entitlements will cease to accrue for the period of that unpaid leave.

AUTHORISATION

Committee Secretary

Date:

01/06/2023





Unpaid Leave Procedure

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RESPONSIBILITIES

The **Committee** is responsible for ensuring that:

- leave records for each employee are established and recorded;
- unpaid leave procedures are observed across the organisation; and
- applications for unpaid leave are processed as soon as possible.
- adhering to this policy when approving applications for leave without pay; and
- discussing all applications for unpaid leave with the employee.

Employees are responsible for:

- adhering to the provisions of this policy when making an application for unpaid leave; and
- initiating leave applications by completing and submitting the appropriate leave documentation.

PROCESSES

Employees must submit applications for leave without pay to the Committee for review.

Applications for unpaid leave should be made as soon as the employee knows that they intend to take leave.

Upon receiving an application for unpaid leave, the Committee should consider all of the circumstances surrounding the request and make a decision in consultation with the employee.

Prior to granting unpaid leave which extends beyond one week, the Committee must have the approval of the President.

The conditions under which an employee is granted unpaid leave are to be documented by the Secretary in the form of the template memo in Appendix A of this policy. A copy of this memo is to be provided to the employee and filed in their personnel file.

RELATED DOCUMENTS

- [Personal Leave, Carer's Leave & Compassionate Leave Policy](#)

LEGISLATION & AWARDS

- *Fair Work Act 2009*
- *Fair Work Regulation 2009*

AUTHORISATION



Committee President

Date 1/6/2023

SAMPLE LETTER TO BE ISSUED TO EMPLOYEES GRANTED LEAVE WITHOUT PAY

[Date]

[Name]

[Address]

Dear _____,

Re: Application for Unpaid Leave

I refer to your application for leave without pay for the purposes of [insert reason for leave]. I am pleased to confirm that your application has been approved by Gallipoli Barracks Community Centre, subject to the following conditions.

Your period of unpaid leave will commence on [first day of leave] and conclude on [last day of leave]. Any variation to these leave dates must be approved by an authorised president of Gallipoli Barracks Community Centre.

Whilst on leave without pay, you will continue to maintain an employment relationship with Gallipoli Barracks Community Centre.

Continuity of service

The period of leave without pay will not be considered a break in your continuity of service.

However, the period of leave without pay will not be taken into account for the purposes of calculating all service-related entitlements including annual leave, personal leave and long service leave. All leave balances will be suspended until you return from leave without pay.

Superannuation

Your superannuation contributions will be suspended for the period of your leave.

Contact information

Please ensure that your contact address and phone numbers are up to date in Gallipoli Barracks Community Centre's records to ensure we can contact you if necessary during your leave.

Conduct and Behaviour

Even though you will not be working at [name of organisation] during your leave without pay, because you remain an employee, we expect that you will conduct yourself in a manner befitting a [name of organisation] employee. Any conduct which might tend to adversely

reflect upon the reputation or standing of [name of organisation] will be viewed seriously and may result in disciplinary action being taken.

Notification of return to work

One month prior (or another period of time as agreed to by your manager) to the day on which you are expected to return to work you must notify your president to confirm your return date. This will help in planning your return to work.

We wish you the best for your time away and look forward to your return. Please sign the attached copy of this memo and return it to me to confirm your acceptance of the terms and conditions of your unpaid leave.

If you have any queries please contact [insert contact details] directly on [insert contact number].

Regards,

[Signature of authorised manager]

[Name of authorised manager]