

Appendix S

Clause 27.2 – Personal/Carer’s Leave (Sick Leave and Carer’s Leave) – General

St John proposed clause changes

Without Prejudice

St John propose the following amendment to Clause 27.2:

27.2 Personal/Carer’s Leave (Sick Leave and Carer’s Leave) – General

(a) Employees are entitled to personal/carer’s leave per year, as set out in the table below:

Employee	Personal/Carer’s Leave entitlement (in paid hours) per year	Number of hours deducted per shift from entitlement
Transport Officers working a Monday to Friday Roster of 5 shifts of 8.5 hours per week	76 91.2 (85 102 shift hours, 2.4 shift rotations)	7.6
Transport Officers working a Monday to Friday Roster of 3 shifts of 10.5 hours and 1 shift of 11 hours per week	95 114 (106.25 127.5 shift hours, 2.5 3 shift rotations)	9.5
Mental Health Transport Officers working a Rotating Roster of 4 days on 4 days off	130.29 96.56 (96.56 130.5 average shift hours, 2.5 3 rotations)	9.5 10.48 per 10.5 hour shift
		10.98 per 11 hour shift
Transport Officers working a Weekend Roster	40.8 34 (34 40.8 shift hours, 2.4 shift rotations)	8.5

$$\begin{array}{l}
 \text{Monday to Friday} \\
 \text{(5 shifts per week)}
 \end{array}
 \quad
 \begin{array}{l}
 \frac{85}{42.5} \times 38 \\
 (102/42.5) \times 38
 \end{array}
 \quad
 = \quad
 \begin{array}{l}
 76.00 \text{ pay hours} \\
 91.2 \text{ pay hours}
 \end{array}$$

Monday to Friday	106.25/42.5 x 38	=	95.00 pay hours
(4 shifts per week)	(127.5/42.5) x 38		114 pay hours
Mental Health	96.56/ 38.0625 x 38	=	95.00 pay hours
Transport Officer	(130.2/38.0625) x 38	=	130 pay hours
Weekends	34/17 x 17	=	34.00 pay hours
(2 shifts per week)	(40.8/17) x 17	=	40.8 pay hours

- (b) Employees working an alternate pattern of shifts, will receive Personal Leave based on the following calculation:

~~40~~ 12 shifts (hours)/average hours per week) x 38 ordinary hours = annual personal leave entitlement (hours).

- (c) Personal/carer's leave is paid at Ordinary Time.
- (d) All new employees, will have available to them the first two (2) years paid personal/carer's leave in advance of it accruing as an entitlement.
- (e) Employees are not entitled to accrue personal/carers' leave during any periods of unauthorised leave, leave without pay (including while on salary continuance), unpaid parental leave (including periods covered by the Paid Parental Leave Scheme other than the paid parental leave period of 12 weeks as provided by St John in **clause 27.10 (b)**, or periods of approved workers' compensation.
- (f) St John at its discretion may allow an employee to take paid personal leave which has not been accrued. If this occurs, the employee's entitlement will be negative until the personal leave already taken has accrued over time.
- (g) On termination of employment, St John may reconcile any outstanding amount of personal/carer's leave taken in advance against the employee's entitlements on termination.
- (h) After the first two (2) years of employment, and subject to clause 0 above, personal/carer's leave accrues progressively and accumulates from year to year.
- (i) Personal/carer's leave is not paid out on termination of employment.
- (j) St John may require an employee and the employee must provide satisfactory documentary evidence, in relation to a period of personal leave. The employee must provide to St John a medical certificate from a registered health practitioner. If it is not reasonably practicable to provide a medical certificate, the employee may provide a statutory declaration, which sets out the reasons for the employee's absence from work and the estimated duration of the employee's incapacity.
- (k) Employees will not be required to provide any evidence/certification for paid personal/carer's leave for up to two (2) calendar days in any calendar year.
- (l) St John may require the employee to undergo any medical examination by a St John appointed medical practitioner to establish the nature of the employee's illness and an opinion on the duration of the illness.
- (m) St John will ensure that the personal leave provided in **clause 27.2** is no less than the NES.