



## ADDITIONAL SICK LEAVE POLICY

<b>Approval Level:</b>	EMT
<b>Policy Type:</b>	Organisation
<b>Approval Date:</b>	9/07/2019
<b>Review cycle:</b>	Four years
<b>Review Date:</b>	9/07/2023
<b>Responsible Officer:</b>	Coordinator Human Resources
<b>Owner:</b>	People and Culture
<b>Responsible Director:</b>	Corporate Performance
<b>Relevant Legislation/Authority:</b>	<i>Greater Bendigo City Council Enterprise Agreement 2017</i>
<b>DOCSETID:</b>	2801377

### 1. PURPOSE

The purpose of this policy is to provide a clear framework for the application and approval of all additional sick leave applications when employees have exhausted their leave credits.

### 2. SCOPE

This policy applies to all City employees who have sustained a Serious Injury and/or Illness and have exhausted their leave entitlements.

### 3. DEFINITIONS

In this policy:

**CEO** means Chief Executive Officer.

**City** means the Greater Bendigo City Council, being a body corporate constituted as a municipal Council under the *Local Government Act 1989 (Vic)*.

**Serious Injury and/or Illness** is defined as an illness and/or injury which is life threatening, chronic or requires significant rehabilitation and prevents the employee from attending work.

**Period of Additional Leave** means up to three months additional sick leave which may be granted in two separate periods of approved leave. The initial period of up to two months may be extended by a further one month subject to an additional application being submitted and



approved. The leave may be taken at half the rate of pay described below for twice the period of leave.

## **4. POLICY**

### **4.1 Utilisation of Existing Leave Entitlements**

All annual and long service leave entitlements are to be utilised before any additional sick leave will be granted under this policy. Cashing in of long service leave and/or annual leave in the preceding twelve months of any application for additional sick leave may be taken into account when considering the application.

### **4.2 Eligibility**

Applications will be received for up to two months initially, followed by an additional one month if required.

#### **4.2.1 Up to first two months**

- a) Applications for up to two months are to be made using the Additional Sick Leave Application Form and then submitted to the relevant manager and director for their consideration and recommendation.
- b) The application is then to be forwarded to the People and Culture unit who will forward applications to the CEO for consideration and approval/non approval. The application form must include the following details:
  - (i) the nature and severity of the sustained illness and/or injury;
  - (ii) the Period of Additional Leave sought by the employee; and
  - (iii) a medical certificate from the employee's treating doctor or specialist detailing the nature and severity of the illness and injury.

#### **4.2.2 Additional one month**

- a) Following the initial two month period an additional sick leave request may be made for an extra one month's leave if required.
- b) Employees should refer to clause 4.2.1 when applying.

### **4.3 Additional Leave and Return to Work**

Additional sick leave may be utilised in conjunction with a graduated return to work from a serious injury or illness (with approved medical certificate). The quantum of additional leave to be utilised in conjunction with a graduated return to work is three months. A graduated return to work plan incorporating additional sick leave is to be negotiated and prepared in conjunction with the People and Culture unit.



#### **4.4 Remuneration during periods of Additional Leave**

During periods of additional sick leave, the following remuneration levels will apply:

- First month of leave                    100% of normal salary
- Second month of leave                80% of normal salary
- Third month of leave                  60% of normal salary

#### **4.5 Exemptions**

Additional sick leave will not be granted:

- 4.5.1 when employees are eligible to receive Transport Accident Commission payments for a serious injury sustained in a motor vehicle accident; or
- 4.5.2 where an employee has a current WorkCover claim, is in receipt of WorkCover weekly payments and is currently unfit for work.

#### **4.6 Authority**

Additional sick leave applications are recommended by the relevant manager and director and are subject to the approval of the CEO.

### **5. RELATED DOCUMENTS**

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below.

These include:

*Greater Bendigo City Council Enterprise Agreement 2017*  
Additional Sick Leave Application Form

Further information or advice on this policy should be directed to People and Culture.

### **6. HUMAN RIGHTS COMPATIBILITY**

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

### **7. ADMINISTRATIVE UPDATES**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.



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## 8. DOCUMENT HISTORY

<b>Date Approved</b>	<b>Responsible Officer</b>	<b>Unit</b>	<b>Change Type</b>	<b>Version</b>	<b>Next Review Date</b>
Oct 2007	P&P	People & Performance	Initial	1	Oct 2009
Dec 2014	JW	People & Performance	Review	2	Dec 2018
July 2019	IL	People and Culture	Review (Administrative)	3	July 2023