**COMMUNITY SERVICE LEAVE POLICY**

This template policy is intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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# COMMUNITY SERVICE LEAVE

Date of issue:

Policy approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to establish procedures and guidelines for employees who wish to take leave to engage in an eligible community service activity.

## 2 APPLICATION

This policy applies to all employees of **[INSERT COMPANY NAME]**.

The policy is not intended to override the terms of any award, enterprise agreement or contract that applies to an employee.

## 3 DEFINITIONS

An “eligible community service activity” is defined in the *Fair Work Act 2009* (Cth) to include:

* voluntary emergency management activities; and
* jury duty (including attendance for jury selection).

Employees engage in “voluntary emergency management” if they:

* engage in an activity that involves dealing with an emergency or natural disaster; and
* the employee engages in the activity on a voluntary basis; and
* the employee was requested to engage in an activity (or it would be reasonable to expect that such a request would have been made if the circumstances had permitted); and
* the employee is a member of a recognised emergency management body (or has member-like association with that body).

## 4 POLICY – JURY DUTY

All employees, including casual employees, will be granted leave to serve as jurors in a court of law for the period of attendance required. Leave will also be granted to attend jury selection.

Employees must advise **[INSERT COMPANY NAME]** of the period of expected leave as soon as possible. **[INSERT COMPANY NAME]** may request evidence of jury attendance.

### All employees (other than casual employees)

Employees on jury duty in Victoria will be paid the difference between the jury duty fee (paid by the court) and the employee’s base rate of pay for ordinary hours of work during that period. This is known as make-up pay.

### Casual employees

Casual employees will be granted leave without pay to serve as jurors for the period of attendance required.

## 5 POLICY – VOLUNTARY EMERGENCY MANAGEMENT ACTIVITY

An employee who is a member of a volunteer disaster management, emergency, search and rescue, firefighting or similar organisation can take leave if called upon to assist during an emergency. Organisations approved for this purpose include:

* State Emergency Service (SES)
* Country Fire Authority (CFA)
* Red Cross
* St John Ambulance; and
* the RSPCA (in respect of animal rescue during emergencies or natural disasters).

An employee is entitled to take leave while they are engaged in the activity and for reasonable travel and rest time. There is no limit on the amount of community service leave an employee can take.

Employees must advise **[INSERT COMPANY NAME]** of the period of expected leave as soon as possible. The business may request evidence that an employee is entitled to leave.

Employees will be granted leave without pay to serve in a voluntary emergency management activity for the period of attendance required.

## 6 POLICY REVIEW

**[INSERT COMPANY NAME]** may make changes to this policy from time to time to improve the effectiveness of its operation.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

## I acknowledge:

##  I have received, read and understood the policy

##  I am required to comply with the policy; and

## There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name: Signature:

Date: