**LEAVE WITHOUT PAY 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.

Disclaimer

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# LEAVE WITHOUT PAY POLICY

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 request a period of unpaid leave.

## 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 POLICY

Except in circumstances as outlined in the respective personal or parental leave policy, unpaid leave is not an automatic employee entitlement. However, **[INSERT COMPANY NAME]** recognises that circumstances can sometimes arise where an employee needs to take time away from work but may not have the accrued leave entitlements to do so. Such circumstances may, as examples only, include a non-work related illness, travel, career break, caring for relatives for an extended period, study commitments or to spend time with family members. Therefore, where unpaid leave arrangements are compatible with the inherent requirements of the role and **[INSERT COMPANY NAME]**’s business objectives, **[INSERT COMPANY NAME]** will consider unpaid leave applications.

Any employee wishing to explore the option of taking a period of unpaid leave should, in the first instance, discuss this with their direct manager. A leave request should then be submitted which will require General Management approval. Unless in exceptional circumstances, leave forms must be submitted to your manager (and approved) at least four weeks prior to the requested leave date.

Unpaid leave will only be granted once all annual leave entitlements have been exhausted.

Unpaid leave application requests (of up to 12 months) will be considered on a case by case basis. Approval is at **[INSERT COMPANY NAME]**’s sole discretion and approval in one situation within will not constitute a precedent for another situation or general approval.

If unpaid leave is approved, employees may be required to comply with certain work-related requirements during that period of leave. All employees who are granted leave without pay are expected to resume duties on the first working day after the expiration of the leave period.

Whilst on a period of unpaid leave employees will not accrue annual and paid personal leave entitlements that they would accrue if they were working.

## 4 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: