

Kerry Ryan & Associates Ltd

CONSULTANTS TO PRIMARY INDUSTRY

LEAVE REQUEST POLICY

Background

It is recognised there are occasions where staff wish to take time off other than for special leave and at relatively short notice. This Policy is designed to provide a process for managing such requests.

Employee Obligations

The Company asks that employees:

1. Do not make commitments to others that are dependent on extraordinary time off without first having these approved.
2. Before making such requests consideration needs to be given to the impact of such requests on the ability of the remainder of staff and management personnel to meet commitments.
3. While it is recognised some requests may arise at such short notice, it is agreed that giving as much notice as possible will assist a positive response.

The Employer's Response

1. The Employer recognises that staff may need time off for extraordinary reasons and where reasonable will endeavour to approve these.
2. Requests will be considered acknowledging the urgency of such time off requirements and its impact on family or personal commitments.
3. Such requests will be approved if there is a practical way of re-scheduling commitments to result in minimal impact on productivity or profitability.

Preference is to avoid such requests and manage them within usual leave entitlements. Applying the above policies is designed to provide a flexible working environment that can manage unavoidable demands that may arise.

Requests for leave are dependent on the employer being able to arrange relief staff. Leave requests will be favourably considered so long as the employer can secure relief services. This is assisted by the employee providing as much notice as possible.

The Policy

1. Preference is for the employee to provide a minimum two weeks notice of intention to take weekends off or holidays.
2. The employer will make every effort to accommodate leave requests, however the employee recognises that the less amount of notice given, the less likely it will be that the employer can approve the request.
3. Decisions on leave requests will reflect the seasonal demands and workloads of the business.