



**ELECTRICAL  
CONTRACTING  
PTY LTD** AU26726



**ACCREDITED  
MASTER  
ELECTRICIAN**

## SICK LEAVE POLICY/PROCEDURE

### POLICY

It is recognised by the Company that from time to time staff may require to be absent from their place of work due to illness. The length of time lost by employees through illness must however be monitored to ensure that each member of staff is able to do their job, effectively and without putting themselves or others at risk. It is not the intention of the Company to penalise the genuinely sick, however it must be recognised that an employee who is medically unfit to carry out his/her contractual duties may not be able continue in that employment.

Managers will consider cases of sickness absence on an individual basis and ensure the provision of appropriate support, advice and Occupational Health/Company Approved Doctor input where appropriate. However, it is recognised that in some cases, patterns/levels of absence will be unacceptable and formal management action will be required.

Employees who become aware that they have an illness problem are encouraged to inform their manager at the earliest opportunity. All such requests will be dealt with as speedily and compassionately as possible.

### PROCEDURE

- An employee may take paid personal leave if the employee is not fit for work because of a personal illness or injury in accordance with the NES.

#### Payment for personal leave is conditional upon an employee:

- Calling the office (and leaving a message if office is unattended), as soon as is reasonably practicable, informing of the inability to attend work, the nature of the illness and the estimated duration of the absence.
- Providing to the Company of a Medical Certificate from a General Practitioner (Medical Doctor) for absence due to illness where the absence:
  - Occurs during the first six months of employment or
  - Is of two or more consecutive days duration or
  - Occurs after the first three single days in a 12 month period or
  - Occurs after a public holiday or on either rostered shift immediately before or after a public holiday or
  - As specifically requested by the Company.
- If a medical certificate is received it must be delivered, faxed or emailed to the Company's office ASAP. **Medical certificate needs to be given on the day of illness or on the day it is requested by Management not after the fact.**
- In the event that an employee is absent from work other than on approved personal leave and does not produce a Medical Certificate as required pursuant to this clause, an employee will be deemed to have been absent from work without authorization and will not be paid for any shift or part of a shift missed.
- Original medical certificate must be attached to the Company's leave form, filled out correctly as per the Company's requirements (placed in with the timesheets-Lunchroom) otherwise payment may not be made.
- Fit for work certificate must be received if requested by Management on return, before an employee commences their normal duties.
- Medical certificates must indicate were the employee has more than 2 consecutive work days or more off for medical reasons, it must state when the employ is fit to return to normal duties or a review requirement if the injury is prolonged.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: \_\_\_\_\_

Date: 01/07/2020

Policy Review Date: 01/07/2021