

Carers Leave

Human Resources Policy

Effective Date: May 2008

1 PURPOSE

To outline carer's leave entitlements and related processes.

2 APPLICATION

This policy applies to all Queensland Health employees.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The "delegate" is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- Family Leave (Queensland Public Sector) – State 2004 Award
- Sick Leave HR Policy
- Parental Leave HR Policy
- Recreation Leave HR Policy
- Overtime HR Policy

6 SUPERSEDES

- IRM 11.7-6 Leave – Carer's

7 POLICY

7.1 Background

Queensland Health recognises that achieving a balance between work and family responsibilities contributes to employee job satisfaction and effectiveness. Employees are able to use sick leave, unpaid leave, recreation leave or time off in lieu of overtime when they need to care for members of their immediate family or household.

The Parental Leave HR policy outlines entitlements to maternity, spousal (paternity) and adoption leave consistent with Queensland Health's support for family friendly practices. The provisions of the Parental Leave HR policy are either equal or superior to the provisions of the Family Leave (Queensland Public Sector) – State 2004 Award.

7.2 Use of Sick Leave

An employee is entitled to use any sick leave entitlement which accrues after 1 July 1995 for absences to provide care and support for members of their immediate family or household who need their care and support if they are ill.

The entitlement to use sick leave for this purpose is subject to:

- The employee is responsible for the care of the person concerned.
- The person concerned is either a member of the employee's immediate family or a member of the employee's household.

7.3 Unpaid Leave for Caring Purposes

An employee may elect, with the consent of Queensland Health, to take unpaid leave for the purpose of providing care to a family member who is ill.

Casual employees may leave work or be unavailable to attend work for up to two (2) days each time the employee needs to care for and support members of the employee's immediate family or household:

- when they are ill; or
- because an unexpected emergency arises; or
- because of the birth of a child

A decision must not be taken to not re-engage a casual employee only because they have taken carer's leave.

7.4 Recreation Leave

An employee may elect, with the consent of Queensland Health, to take recreation leave not exceeding five days in any calendar year at a time or times agreed between the parties for the purpose of caring for members of their immediate family or household.

Access to recreation leave is exclusive of any shutdown period provided for under the employee's award.

7.5 Time Off in Lieu of Payment for Overtime

An employee may elect, with the consent of Queensland Health, to take time off in lieu of payment for overtime at a time or times agreed with Queensland Health for the purpose of caring for members of their immediate family or household.

Overtime taken as time off during ordinary time hours shall be taken at the ordinary time rate i.e. one hour of time off in lieu for each hour of overtime worked.

This section does not limit or detract from any provision in an award or industrial agreement, dealing with time off in lieu of overtime which existed on or before 23 May 1995.

7.6 Make Up Time

An employee may elect, with the consent of Queensland Health, to work 'make-up time'. Under this arrangement:

- The employee takes time off during ordinary hours for the purpose of caring for members of their immediate family or household.
- Works those hours at a later time (during the spread of ordinary hours provided in the employee's Award) at ordinary rates.

8 APPLYING THE POLICY

8.1 Notification of Absence

Managers are to ensure that employees are aware of the notification arrangements for unscheduled absences including:

- The person to be notified of the absence.
- The timeframe for the notification of the absence.
- The information to be provided by the employee i.e. the reason for the absence and the likely duration of the absence.
- Any other information required by the relevant award.

Employees are to notify Queensland Health of any unscheduled absence in accordance with the notification arrangements applying to their work unit.

8.1.1 Additional Requirement for Carer's Leave

Prior to the employee taking carer's leave the employee is to, wherever practicable, provide:

- the name of the person requiring care and their relationship to the employee; and
- the reasons for taking the leave and the estimated length of absence.

8.2 Medical Certificate

An employee is to, if required, provide a medical certificate or statutory declaration to show that the person concerned is ill.

9 DEFINITIONS

Immediate Family	<p>"Immediate family" includes:</p> <ul style="list-style-type: none"> • An employee's spouse including a former spouse. • A defacto spouse or former defacto spouse, including a spouse of the same sex as the employee. • A child (including an adult child, an adopted child, a foster child, a step-child or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.
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10 HISTORY

May 2008	Developed as a result of the HR Policy Framework consolidation project.
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