



**Central  
Tablelands  
Water**

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**Health & Wellbeing  
Leave Policy**

## DOCUMENT CONTROL

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Responsible Officer		General Manager			
Reviewed by					
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## Objective

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Council recognises that workplace health and wellbeing programs can lead to positive outcomes such as improved employee work performance and productivity, improved employee recruitment and retention, reduced absenteeism and other benefits.

Council is therefore committed to providing Health and Wellbeing Leave as per the *Local Government (State) Award* (the 'Award').

## Purpose

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Establish guidelines and procedures which articulate employee eligibility to apply and be granted Health and Wellbeing Leave.

## Policy

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### Definitions

**accrued sick leave** – means a balance of the employee's untaken sick leave.

**eligible employee** – means an employee who is entitled to request leave in accordance with this procedure.

**ordinary rate of pay** – means ordinary pay as defined in clause 4 (viii) of the Award.

### Eligibility

- 1.1 All full-time and part-time Council employees may be eligible for up to two (2) days (pro-rata for part-time employees) Health and Wellbeing Leave per financial year if:
  - 1.1.1 the employee has accumulated a sick leave balance of more than three (3) weeks;
  - 1.1.2 the taking of paid leave does not result in the employee having an accumulated sick leave balance of less than three (3) weeks.
  - 1.1.3 the employee takes leave for the purpose of Health and Wellbeing activities (clause 1.2); and
  - 1.1.4 the employee has applied for, and has approval from the relevant supervisor/manager prior to the leave being taken.

### Health and Wellbeing Activities

- 1.2 Council considers the following to be Health and Wellbeing Leave for the purposes of this procedure:
  - 1.2.1 annual check-ups (i.e. general physical, dental, optical, hearing);
  - 1.2.2 annual cancer screenings (i.e. skin cancer, bowel, breast, pap smear,

prostate);

1.2.3 pregnancy related medical appointments (i.e. ultrasound, blood work, amniocentesis, glucose tolerance test) (available to affected female staff only);

1.2.4 mental health services (i.e. counsellor, psychologist, psychiatrist);

1.2.5 educational programs (i.e. nutrition, stress management);

1.2.6 services under Council's employee assistance program; and

1.2.7 activities as otherwise approved by the General Manager.

### **Application for leave**

1.3 The employee must complete a leave application form and submit it to the relevant supervisor/manager for approval prior to the period of leave in respect of which the application relates.

1.4 The supervisor/manager is to confirm eligibility with Payroll prior to approving the leave. Where the leave balance is less than three (3) weeks (pro-rata for part-time employees), the leave application will be refused.

1.5 Leave may be granted in blocks of 1 hour up to 1 day, depending on the Health and Wellbeing activity and Council's operational requirements.

### **Attendance**

1.6 An employee that utilises Health and Wellbeing Leave must provide evidence of attendance at the Health and Wellbeing activity. Evidence may include any of the following:

1.6.1 medical certificate;

1.6.2 receipt; or

1.6.3 proof of registration/program/agenda (in the case of educational programs).

1.7 Failure to produce this evidence will result in the leave being deducted from an employee's annual leave or accrued time entitlements.

### **Payment of Health and Wellbeing Leave**

1.8 Where Health and Wellbeing Leave has been granted, it will be paid at the employee's ordinary rate of pay.

1.9 Health and Wellbeing Leave is paid from accrued sick leave and will not be paid out on termination of employment.

### **Employee Assistance Program**

1.10 In addition to the Health and Wellbeing Leave prescribed by this procedure, Council

encourages employees to utilise the Employee Assistance Program (EAP) which offers a fully confidential counselling service.

## **RELATED DOCUMENTS**

Leave application form.  
Local Government (State) Award.

## **LEGISLATION**

*Local Government Act 1993.*