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## LEAVE POLICY AND PROCEDURES

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### Purpose

The purpose of this Leave Policy is to clearly define the types of leave available to Trendie employees and establish a structured process for applying for and approving leave. This policy ensures that employees are fully informed of their leave entitlements and responsibilities, while also enabling the effective management of leave to support both employee well-being and the operational requirements of the business.

### Scope

This policy applies to all Trendie employees, including full-time, part-time, temporary, and contract staff. It covers various types of leave, such as annual leave, sick leave, parental leave, and other forms of leave, as detailed in this document. This policy is designed to align with Australian workplace laws and regulations.

### Types of Leave

- **Annual Leave:**
  - **Entitlement:** Full-time employees are entitled to a minimum of four weeks of paid annual leave per year. Part-time employees accrue annual leave on a pro-rata basis according to their hours worked.
  - **Accrual:** Leave accrues progressively based on the number of ordinary hours worked. Employees can access their accrued leave balance through the company's HR system.
  - **Usage:** Annual leave should be taken at a time mutually agreed upon between the employee and their manager. Employees are encouraged to plan their leave in advance to ensure minimal disruption to business operations.
- **Sick Leave (Personal/Carer's Leave):**
  - **Entitlement:** Full-time employees are entitled to ten days of paid sick leave per year, with part-time employees accruing leave on a pro-rata basis. This leave can be used for personal illness, injury, or to care for an immediate family member.



- **Usage:** Employees should notify their manager as soon as possible if they are unable to attend work due to illness or injury. A medical certificate or other supporting documentation may be required for absences longer than two consecutive days or as deemed necessary by management.
- **Parental Leave:**
  - **Entitlement:** Eligible employees are entitled to up to 12 months of unpaid parental leave following the birth or adoption of a child. Employees may request an additional 12 months of unpaid leave, which is subject to company approval.
  - **Notification:** Employees must provide at least ten weeks' notice before the expected start of parental leave and discuss their intention to return to work at least four weeks prior to their planned return date.
- **Carer's Leave:**
  - **Entitlement:** Carer's leave allows employees to take time off to care for an immediate family or household member who is ill, injured, or requires care due to an unexpected emergency. This leave is deducted from the employee's personal/carer's leave balance.
  - **Usage:** Employees should notify their manager promptly if carer's leave is required and provide supporting documentation if requested.
- **Compassionate Leave:**
  - **Entitlement:** Employees are entitled to two days of paid compassionate leave per occasion to spend time with a seriously ill or injured family member, or in the event of a family member's death.
  - **Usage:** Employees should inform their manager as soon as practicable and may be required to provide evidence such as a medical certificate or death notice.
- **Unpaid Leave:**
  - **Entitlement:** Employees may request unpaid leave for personal reasons when other leave entitlements have been exhausted or are not applicable. Approval is at the discretion of management, taking into account operational needs.



- **Application:** Requests for unpaid leave must be made in writing and submitted to the employee's manager, outlining the reason and duration of the leave requested.
- **Long Service Leave:**
  - **Entitlement:** Employees who have completed ten years of continuous service with Trendie are eligible for long service leave in accordance with applicable state or territory legislation.
  - **Usage:** Long service leave should be requested in writing and must be approved by management. The leave may be taken as a continuous period or in agreed portions.

## Leave Application Process

- **Application:**
  - Employees must submit a Leave Application Form to their manager for approval. Planned leave, such as annual or long service leave, should be requested with adequate notice, preferably at least four weeks in advance.
  - The Leave Application Form must include details such as the type of leave requested, start and end dates, and any supporting documentation if applicable.
- **Approval:**
  - Managers are responsible for reviewing and approving or denying leave requests based on the operational needs of the business and the employee's leave balance.
  - Approved leave requests will be communicated to the employee in writing, and the leave balance will be adjusted accordingly in the HR system.
- **Notification:**
  - For unplanned leave such as sick leave, employees are required to notify their manager as soon as possible, preferably before the start of their scheduled shift.



- In the case of extended unplanned leave, employees should maintain regular communication with their manager and provide updates on their expected return to work.
- **Documentation:**
  - Employees may be required to provide appropriate documentation to support their leave request. For instance, a medical certificate may be required for sick leave exceeding two consecutive days or when requested by the manager.
  - For parental leave, a certificate from a medical practitioner confirming the expected date of birth or adoption paperwork is required.

## Leave Accrual and Carry-Over

- **Accrual:**
  - Leave entitlements accrue progressively based on the ordinary hours worked by the employee. Accruals are calculated and credited to the employee's leave balance on a regular basis, as outlined in company procedures.
- **Carry-Over:**
  - Unused annual leave and sick leave can be carried over to the next year, with maximum accrual caps applied in accordance with company policy and relevant legislation. Employees are encouraged to use their leave entitlements to maintain a healthy work-life balance.

## Responsibilities

- **Employees:**
  - Employees are responsible for managing their leave entitlements and applying for leave in a timely and appropriate manner. They must provide the necessary documentation to support their leave requests and ensure they follow the proper leave application procedures.
- **Managers:**
  - Managers are responsible for reviewing and approving leave requests, ensuring that leave is managed in a manner that considers both the operational needs of the business and the employee's well-being.



- They must also maintain accurate records of leave taken and communicate approvals or denials promptly.
- **HR Department:**
  - The HR department is responsible for maintaining accurate leave records, providing guidance on leave entitlements, and ensuring compliance with applicable laws and internal policies. HR will also conduct regular reviews of leave balances and advise managers and employees on best practices for leave management.

## **Compliance and Enforcement**

Trendie is committed to adhering to all relevant Australian workplace laws and regulations regarding employee leave. Any misuse or fraudulent activity related to leave entitlements may result in disciplinary action, up to and including termination of employment.

## **Review**

This Leave Policy will be reviewed annually to ensure it remains current, effective, and compliant with legal requirements. Any updates or amendments to the policy will be communicated to all employees in a timely manner. Employees are encouraged to provide feedback on this policy to HR for consideration during the review process.