

# Personal Leave

Personal Leave incorporates both Sick and Carer's Leave. It allows an employee to take time off to help deal with a personal illness or injury. It also accommodates caring responsibilities and family emergencies.

## Paid Personal Leave

All permanent employees (not casual staff) get paid Personal Leave.

## How much Personal Leave is an employee entitled to?

Full time employees are entitled to 10 days of Personal Leave per year. Part time employees are entitled to the equivalent of 10 days a year based on their part time hours.

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## How does Personal Leave accumulate?

The accumulation of Personal Leave starts on the first day of employment, even if there is a probationary period in place.

Personal Leave continues to accumulate throughout the year based on the hours of work. It will also accumulate while you are on both paid Annual and Personal Leave. It will NOT accumulate while you are on unpaid leave.

All Personal Leave left over at the end of any given year will roll over into the next year.