

Compassionate Leave

All employees, including casual employees, are entitled to compassionate leave (also known as bereavement leave).

You can take compassionate leave if:

- a member of your immediate family or household dies;
- a member of your immediate family or household suffers a life-threatening illness or injury;
- a baby in your immediate family or household is stillborn;
- you have a miscarriage;
- your current spouse or de facto partner has a miscarriage.

Immediate family is your:

- spouse or former spouse;
- de facto partner or former de facto partner;
- child;
- parent;
- grandparent;
- grandchild;
- sibling;
- a child, parent, grandparent, grandchild or sibling of your spouse or de facto partner (or former spouse or de facto partner);
- step-relations (e.g., step-parent or step-child)
- adoptive relations.

You will be able to take compassionate leave for other relatives (e.g., cousins, aunts and uncles) if they are a member of your household, or if we agree to this.

Amount of compassionate leave available

You are entitled to 2 days compassionate leave for each event that meets the criteria.

The compassionate leave can be taken as:

- a single continuous 2 day period, or
- 2 separate periods of 1 day each, or
- any separate periods that you and we agree on.

You do not accumulate compassionate leave. It can be taken any time you need it.

If you are already on another type of leave (e.g., annual leave) and need to take compassionate leave, you can use compassionate leave instead of the other leave.

Payment for compassionate leave

Full-time and part-time employees receive paid compassionate leave and casual employees receive unpaid compassionate leave.

Full-time and part-time employees are paid at their base pay rate for the ordinary hours they would have worked during the leave.

This doesn't include separate entitlements such as incentive-based payments and bonuses, loadings, monetary allowances, overtime or penalty rates.

Compassionate leave cannot be cashed out.

Notice and evidence

When taking compassionate leave, you must give us notice as soon as you can (this may be after the leave has started). You must tell us the period, or expected period, of the leave.

We can request evidence about the reason for compassionate leave (e.g., a death or funeral notice, medical certificate or statutory declaration). This request for evidence has to be reasonable. If you don't provide the requested notice or evidence you may not get compassionate leave.

An award or registered agreement can include terms about the kind of evidence that an employee must provide to get compassionate leave.