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03.03.16	03.03.16	CCI Management Team	Initial Issue
	03.03.19		

1. PROCEDURE

1.1 Taking Planned Leave

As a casual employee you may take leave when you wish, however as a consideration to us (your employers) and to the individual you work with we ask that you give as much notice as possible to enable us to provide consistency and quality support.

If you have planned leave please complete form “NOTIFICATION TO TAKE LEAVE FORM” as soon as you can and hand this in to the Management Team.

This form can be requested by email, is on our website and was provided on your commencement documentation; alternatively you can ask Rhonda for a hard copy at reception.

Jo-Ann will collate all the leave forms and circulates these around the Management Team to ensure your Lifestyle Coordinator has a record of when you are taking planned leave. A copy will be save in your personnel file.

Jo-Ann will also email a copy of your planned leave form to the individual and/or family that you support. We expect you to discuss your planned leave with the individual you support (and/or their family) and encourage the individual to contact the Management Team for the updated roster or shift changes.

1.2 Sick/Carer’s or Compassionate Leave

When you have to take unplanned leave (for example when you or a family member is ill) in the first instance:

1.2.1. If you work alone with the individual

1. Call the individual (and/or their family) and let them know that you will be unable to come to work that day give the person a brief explanation including when you will be hoping to return to work.
2. Call the office and speak to one of the Management Team – do not leave a message/do not send a text/ do not email – give a brief explanation including when you will be hoping to return to work.
3. Understand that we have a duty to provide consistent and quality support to the individual that you work with and if you are away for an extended period we will need to provide cover.
4. If you are calling out of hours and/or cannot get through to the office – call the on-call phone 0488 796722. If no-one answers – leave a brief message and someone will call you back

within the hour – if they do not you must call back..... until you manage to speak to someone.

1.2.2 If you work in a team

1. Call your team members and arrange for someone to cover your shift (unless you are starting work at 6.00 am – see below) – if you cannot find someone to cover – call the office and speak to someone – do not leave a message/do not send a text/ do not email.
2. If you are part of a team that starts a morning shift at 6.00 am – we do not expect you to phone around your colleagues at that time of the morning to cover your shift. In this instance, if you suspect the night prior to your shift that you are coming down with an illness (or a family member is) please arrange the cover. It may be that you wake up the following morning and are well, however it is better to lose/swop out a shift with a colleague and make sure that the individual you work with is covered than to leave a vulnerable person without support.
3. Call the individual (and/or their family) and let them know that you will be unable to come to work and give the person a brief explanation including when you will be hoping to return to work. Also let the person know who will be providing cover.
4. If you have found someone to cover, you still need to call the office and speak to one of the Management Team – do not leave a message/do not send a text/ do not email – give a brief explanation including when you will be hoping to return to work.
5. Understand that we have a duty to provide consistent and quality support to the individual that you work with and if you are away for an extended period we will need to provide cover for the period that you will be away.
6. If you are calling out of hours and/or cannot get through to the office – call the on-call phone 0488 796722. If no-one answers, leave a brief message and someone will call you back within the hour – if they do not, you must call back..... until you manage to speak to someone.

2. CONTRAVENTION

Any breach of these procedures will be treated as a serious matter and may result in disciplinary action depending on the level and nature of the breach. Disciplinary action that may be taken includes, but is not limited to, the issuing of a formal warning, directing people to attend mandatory training, suspension from the workplace and termination of employment.

3. RESPONSIBILITIES

All Employees will:

- Ensure they are aware of these procedures and are operating within the guidelines.
- Report any suspected breaches of these procedures to the Manager/Management Team.

The Manager/Management Team will:

- Implement and communicate these procedures.