

# Application for Chronic Sick Leave - Distillery



<b>BU/Site:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Emp Number:</b>	
<b>Status:</b>	Fulltime/Seasonal/Fixed Term ( <i>Circle</i> )	<b>Date first employed</b>	
<b>Total days absent</b> [scheduled work day]	___ / ___ / ___ to ___ / ___ / ___	<b>Total Hours absent</b>	
<b>Roster:</b>			

I wish to apply for Chronic Illness covering the period of leave > 38 hours.

I will take 38 hours of personal/carer's leave or other paid or unpaid leave as nominated below prior to taking Chronic sick leave. Chronic sick leave impacts EA incentive days where employment category is seasonal.

Details of leave	Leave Type	Hours applied for	Dates	
			From	To
Personal/carer's leave or other paid or unpaid leave (If personal/carer's leave is not available, nominate the leave type)	Personal/Carer's Other (Specify)	_____	___/___/___	to ___/___/___
		_____	___/___/___	to ___/___/___
Chronic Sick Leave			___/___/___	to ___/___/___
Total Absence			___/___/___	to ___/___/___

I hereby certify that I will be absent from work due to my personal illness/injury for the period shown above and attach a medical certificate from my treating doctor to support this claim.

A task analysis form is provided by Wilmar and completed by my treating doctor, detailing whether I am able to carry out alternative duties and the type of suitable alternative duties.

My manager and I have discussed the availability of alternative duties as outlined in Clause 7.10.3 of the current Enterprise Agreement. Details of that discussion are recorded below:

---



---



---

As per the current Enterprise Agreement , Clause 7.10.4, my contact details are:

<b>Mobile:</b>		<b>Home phone:</b>	
<b>Preferred contact time:</b>			

The above information will enable my manager to contact me regularly to be updated on my progress.

<b>Employee signature:</b>		<b>Date:</b>	
<b>Authorised by:</b>			
<b>Signature:</b>			
<b>BU Manager's Name:</b>		<b>Date:</b>	

# Application for Chronic Sick Leave - Distillery



**Please Note:** A long term illness shall be an illness suffered by an employee causing absence in excess of 38 hours and supported by appropriate medical evidence (in some cases this may include a Statutory Declaration Form if a medical certificate is not available from the doctor until after the procedure) – Refer the current EA Clause 7.9.

## For Office Use Only (Payroll)

### REFERENCE – Calculations of Entitlement

Chronic Sick Accrual Entitlement Calculation:	Hours
<b>Accrual</b> : continuous service is 365 engaged days; Calculation is: weeks continuous service x 5.1154 hours (266 hours/52 weeks) 5.1154 hrs x _____ wks continuous service	_____
<b>Entitlement</b> : Continuous service is > 365 engaged days months at 06/12/2015	532
Maximum of 532 hours on reaching 10 years of continuous service and again on each subsequent 10 years of continuous service.(Top up to 532 hours)	532

Description	Yes/No
Is the employee entitled to Chronic Sick Leave? (HBT Region with pre 86 sick leave entitlements – current EA Clause 7.10.5)	Yes/No (circle one)

**NOTE:** HBT employees with pre 86 sick/personal leave entitlements are not entitled to Chronic Sick leave – Refer current EA Clause 7.10.5

Description	Hours
Chronic Sick Leave accrual or entitlement (refer to the reference table above) 06/12/2015	
Chronic Sick Leave Taken Since 06/12/2015 (ex this application)	
Chronic Sick Leave this application (extension only)	
Chronic Sick Leave closing balance	

## Chronic Sick Leave – Responsibilities

Reference Points are the current EA Clauses 7.9 and 7.10

The people performing the following roles should assume the major responsibility for the activities listed below:

Position	Responsibility
Employee (Applicant)	<ul style="list-style-type: none"> <li>(a) Notify your manager/supervisor intention to apply for chronic sick leave.</li> <li>(b) Provide your supervisor with the contact details of your treating doctor.</li> <li>(c) Complete application for chronic sick leave which includes providing a medical certificate and information requested by Wilmar Sugar from your treating doctor. Chronic sick leave is not approved without this documentation.</li> <li>(d) Provide your supervisor with contact details and establish communication arrangements.</li> <li>(e) Discuss alternative duties with your supervisor.</li> <li>(f) Undertake an independent medical assessment if requested by Wilmar Sugar.</li> <li>(g) If (f) above is undertaken, return medical assessment results to Wilmar Sugar.</li> </ul>
Employee's Manager	<ul style="list-style-type: none"> <li>(a) Receive employee's notification regarding his/her intention to claim chronic sick leave and details of the employee's treating doctor.</li> <li>(b) Advise site/BU manager of the chronic sick leave claim.</li> <li>(c) Provide the employee's treating doctor with a task analysis form and any other material required for the purposes of approval and determining if alternative duties are appropriate.</li> <li>(d) Discuss the results of the task analysis form and the alternative duties listed by the treating doctor with the employee and the suitable alternative duties available on site within the BU.</li> <li>(e) Advise the employee of the relevant GM's decision on the application for chronic sick leave (approved/rejected/request independent medical assessment).</li> <li>(f) Maintain regular contact with the employee to discuss their prognoses and return to work unless mitigating circumstances exist by reason of the employee's illness or injury.</li> </ul>
RHRO (Payroll)	<ul style="list-style-type: none"> <li>(a) Check/calculate chronic sick leave entitlements for the employee and complete the data on the chronic sick leave application form.</li> <li>(b) Send completed chronic sick leave application form to the GM – Operations &amp; GM – Grower Relations for assessment.</li> <li>(c) Ensure payment to employee is processed in accordance with the GM – Operations or GM – Grower Relations decision.</li> <li>(a) File all chronic sick leave documentation on the employee's personal file.</li> </ul>
Treating Doctor (employee's)	<ul style="list-style-type: none"> <li>(b) Provide medical certificate, completed task analysis and the appropriate data required for Wilmar Sugar.</li> </ul>
BU Manager	<ul style="list-style-type: none"> <li>(a) Be aware that an application for chronic sick leave has been submitted and the decision made in relation to accepting/rejecting the claim.</li> <li>(b) Review the task analysis form for suitable duties for the employee.</li> <li>(c) If an independent assessment is needed and there are conflicting medical viewpoints, meet with employee, General Manager of Wilmar Sugar, the employee's chosen representative and a union official if the employee chooses.</li> </ul>
Employee's relevant GM	<ul style="list-style-type: none"> <li>(a) Approve/Reject/Request independent medical assessment for the chronic sick leave application.</li> <li>(b) Advise the Employee's Manager the decision made in relation to the chronic sick leave application.</li> </ul>

# Application for Chronic Sick Leave - Distillery



	<ul style="list-style-type: none"><li>(c) Advise the Employee's Manager if an independent medical assessment is required.</li><li>(d) If an independent assessment is needed and there are conflicting medical viewpoints, meet with employee, BU Manager, the employee's chosen representative and a union official if the employee chooses.</li><li>(e) Once a decision is made on the application for chronic sick leave, return the chronic sick leave application to the RHRO (Payroll) for management in Kronos.</li></ul>
Independent medical assessor	<ul style="list-style-type: none"><li>(a) Complete and return to the Applicant the appropriate chronic task analysis forms as provided by Wilmar Sugar.</li></ul>