

Application for Personal/Carer's Leave

Applicant: _____

Application date: _____

Payroll No.: _____

Period Absent From: ____ / ____ / ____ Time: _____

To: ____ / ____ / ____ Time: _____

Total hours Personal / Carer's Leave claimed: _____ hours.

Please tick if the leave was:

Personal or *Carer's Refer below.

and indicate the document type provided to support absence:

Medical Certificate

Statutory Declaration

Other _____ (Please specify)

Employee (tick one box only):

I confirm that I was absent from work for an authorised and legitimate purpose for the above period, and that I notified the mill on each day of absence in accordance with my obligations.

I confirm that I plan to be absent from work for an authorised and legitimate purpose for the above period.

Confirm if you are applying for personal/carers leave for this period?	Yes / No
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You have the right to sign this application if you wish, or your supervisor can sign the application to authorise payroll to pay personal / carer's leave, if you prefer.

Signature: _____ (Employee) Date/Time: _____

Supervisor is to note the time, location and date if signing on the Employee's behalf.

Signature: _____ (Supervisor) Date/Time: _____

Location: _____

Please note: In case of absence of more than two (2) days' duration, a doctor's certificate or other satisfactory evidence of illness is mandatory to substantiate this claim.

***Carer's leave** is to provide care or support to a member of your immediate family or household who requires care and support because of (a) a personal illness or injury affecting the member; or (b) an unexpected emergency affecting the member.

Immediate family means spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner.

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Supervisor to record Employee response to the questions below:	
Q1 (a)	<p>Good to see you back at work today.</p> <p>If claim is for personal leave: How are you feeling? Are you having ongoing treatment for a specific condition? If Yes, please give details of ongoing treatment.</p> <p>Employee's response:</p> <hr/> <hr/>
Q1 (b)	<p>If claim is for carer's leave: Is your family member feeling better today or is this claim for a family emergency? If the claim is for an emergency, please give details of the emergency situation.</p> <p>Employee's response:</p> <hr/> <hr/>
Q2	<p>Are you able to advise me if there is something I should be aware of to ensure that Wilmar's duty of care is met for your safety and the safety of other employees?</p> <p>Employee's response:</p> <hr/> <hr/>
Q3	<p>(Only if Applicable) Absence Not notified We did not receive notification regarding your absence. Are you able to update me on the reason you were unable to notify work, using the recognised notification process, that you were not attending work?</p> <p>Employee's response:</p> <hr/> <hr/>

Supervisor to respond to the questions below:	
Q1	<p>Was the day absent adjacent to a weekend, RDO or public holiday e.g. took a day of absence prior to or immediately after?</p> <p>Supervisor's response:</p> <hr/>

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Q2	<p>Has the employee exceeded 24 hours absent without certificate (PLWOP, LWOP, absent, personal/carer's leave, all without certificate) in the last 13 weeks?</p> <p>Supervisor's response: Yes / No. What action has been taken?</p> <p>_____</p> <p>_____</p> <p>(Note – Refer to the Payroll Weekly Report – highlighted trigger points)</p>
Q3	<p>Has the employee had 5 or more instances of being absent without certificate (PLWOP, LWOP, absent, personal/carer's leave, all without certificate) in the last 52 weeks?</p> <p>Supervisor's response: Yes / No. What action has been taken?</p> <p>_____</p>
Q4	<p>Has the employee exceeded 48 hours absent without certificate (PLWOP, LWOP, absent, personal/carer's leave, all without certificate) in the last 52 weeks?</p> <p>Supervisor's response: Yes / No. What action has been taken?</p> <p>_____</p>

Supervisor Approval
<p><i>If the employee has notified and you are satisfied with the employee's responses regarding the genuine nature of the day absent, the matter is closed.</i></p>
<p><i>If you are not satisfied with the responses received, or the employee has had more than four days' personal leave without certificate in the last six months, this matter must be referred to the relevant Departmental (Production or Execution) Superintendent/Manager to determine next steps, and whether the matter should be progressed in accordance with the Disciplinary Process.</i></p>
<p>Supervisor: I am satisfied the employee has met all of the requirements necessary for me to authorise this claim.</p> <p>Signature: _____ (Supervisor)</p>

NOTE: *If the supervisor is not intending to authorise payment as per employee's application, supervisor must notify employee they have the right to progress the matter through the disputes process.*