

Carers and Compassionate Leave

PAID CARER'S LEAVE: As a permanent NAB employee, you're entitled to 10 carer's leave days per calendar year, pro rata for part-time employees. Casual employees are excluded from paid carer's leave.

If you have exhausted your paid carer's leave, you can also access your accrued sick leave for caring responsibilities.

People Leaders can grant additional carer's leave and will consider how urgent the matter is, the need for compassion and any exceptional circumstances.

Carer's leave allows you to attend to family and/or personal emergencies for things like:

- the illness of a child, dependant, household member, partner or close relative
- short notice disruptions to child care arrangements other unforeseen circumstances.

Carer's leave does not accumulate from year to year like sick leave.

UNPAID CARER'S LEAVE

All NAB employees, including casual employees, are entitled to 2 days of unpaid carer's leave for each occasion. It can be taken as either a single continuous period of up to 2 days or any separate periods that you can agree on with your Team Leader or Manager. You must take any paid carer's leave or sick leave entitlements you have before you can take unpaid carer's leave.

Unpaid carer's leave is for when a member of your immediate family, or your household, requires care or support because of:

- a personal illness or injury, affecting them or
- an unexpected emergency affecting them

EVIDENCE REQUIRED FOR BOTH PAID AND UNPAID CARER'S LEAVE: NAB may request

documented evidence when you take carer's leave, including proof that the illness or situation requires the support and care of another person.

COMPASSIONATE LEAVE

All NAB employees are entitled to 2 days compassionate leave when a member of your immediate family or your household, including your partner, dies or has a personal illness or injury that poses a serious threat to their life.

You shouldn't take carer's leave if another person has taken leave to care for the same person.

Your leave can be taken as a single continuous 2 day period, 2 separate periods of 1 day each or any separate periods that you can agree on with your Team Leader or Manager.

Full-time and part-time employees receive compassionate leave at the full rate of pay while casual employees receive unpaid compassionate leave.

You can take compassionate leave to:

- spend time with the person who has sustained the personal illness or injury or
- after the death of the member of your immediate family or household Your People Leader can grant additional compassionate leave, both paid and unpaid on compassionate grounds. It's discretionary so you should talk to them if you need more time.

Where the leave is for a personal illness or injury, you can take compassionate leave at any time through the illness or injury.

EVIDENCE YOU MAY HAVE TO PROVIDE: If NAB requests that you provide evidence for the leave, you should provide evidence that would satisfy a reasonable person that the leave is taken for the circumstances listed above.

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