

Sick Leave - Care For Your Wellbeing

AS A FULL TIME NAB EMPLOYEE you're entitled to 12 days sick leave each year of service. If you work part time, this is a pro-rata entitlement based on the number of hours you work. Casuals have no entitlement to sick leave. Sick leave accrues progressively throughout your year of service. Unused sick leave accumulates from year to year and when you're away on sick leave, it's paid at single time even if you would have been entitled to shift loadings or penalty rates had you been at work.

PREVENTATIVE HEALTH LEAVE

You can also access two days per year from your sick leave entitlement for Preventative and Planned Health appointments.

These days are not cumulative and you must consult with your people leader as soon as reasonably practicable about your intention to take sick leave for a preventative and planned health appointment in order to enable scheduling of the appointment at a mutually convenient time which minimises disruption to business needs.

You may be required to supply a medical certificate from the registered medical practitioner or a statutory declaration, if requested by your people leader or other person authorised by NAB.

It's important to remember that if your injury or illness is work-related, an incident report must be submitted.

CONTACT REQUIREMENTS

When you are unable to attend work because you're sick you must, where reasonable, get in touch with your People Leader before, or, at your normal starting time on the day you're away sick - or as soon as practical after that. You should also tell your People Leader how long you think you will be away.

You must record all sick leave days in SAP.

EVIDENCE

Your People Leader can request a medical certificate where you're away for more than two consecutive days or more than four working days in a 12 month period.

If you can't provide a medical certificate, another reasonable form of evidence (such as a statutory declaration or police report) that would demonstrate that you were actually sick can be provided.

If you are required to, but can't provide a medical certificate or another reasonable form of evidence, the leave will be unpaid. If you're required to provide evidence, it should be stipulated at the time you call to advise you're sick

DEDUCTIONS FOR SICK LEAVE

FULL DAY: If you are sick and you don't work on a day that you are scheduled to work, the number

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of ordinary time hours rostered for that day or shift are deducted from your sick leave balance.

PART DAY: If you only work for 50% or less of the time rostered on a particular day or shift, then half of the number of ordinary time hours rostered for that day or shift are deducted from your sick leave balance.

If you work more than 50% of the ordinary time rostered on a particular day or shift but are off sick for the other part of the day or shift, no deduction is recorded.

This does not apply to sick leave being used in conjunction with a Return to Work plan.

PATTERNS OF ABSENCE

If your People Leader believes that a pattern of sick leave is emerging, they may raise the issue with you and together you will address the matter. Things like patterns of absences which occur either immediately prior to, or post a public holiday or weekend, or where there have been unexplained or unreasonable absences may fall into this category.

PROLONGED SICK LEAVE

This is a discretionary payment where you have exhausted your accumulated sick leave entitlements. It is determined by your People Leader in consultation with the next level up People Leader. You are entitled to be considered for Prolonged Sick Leave where you have a prolonged personal illness or injury and are not getting workers' compensation or temporary disability payments.

To receive prolonged sick leave you may be asked, and must do the following, as required by NAB:

- provide evidence including a medical certificate from a doctor, as to the nature and genuineness of the illness or injury
- properly participate in an appropriate return to work program, devised in consultation with a medical practitioner
- participate in an examination by an independent medical practitioner at NAB's expense where
- if reasonable in the circumstances, apply for temporary disability payments through your superannuation fund.

PAYMENT FOR PROLONGED SICK LEAVE

Payments for Prolonged Sick Leave reduce on a sliding scale where you receive:

- 100% of your TEC for the first four consecutive weeks of your prolonged absence then
- a minimum of 75% of TEC for the balance of the prolonged absence as long as the maximum Prolonged Sick Leave payable both at 100% of TEC and/or 75% of TEC is not more than 3 months in total

If you were covered by the Wealth Management Enterprise Development Agreement 2003-2005 before 27 February 2006, you receive:

- a minimum of 75% of TEC for the balance of the prolonged absence provided that the maximum leave payable at both 100% of TEC and/or 75% of TEC does not exceed 1 year in total.

A decision to approve or cease prolonged sick leave will be in writing and your People Leader must consult with Workplace Relations Advisory prior to stopping your prolonged sick leave payments.