

Source: Clause 23 Westpac Group Enterprise Agreement 2019

# Personal Leave

The Westpac Group Enterprise Agreement 2019 provides for employees to access paid personal or carer's leave. Personal leave can be used when you are absent from work due to a personal illness or injury.

Carer's leave is for the purpose of caring for, or supporting, an immediate family member, or a member of your household, who is sick, injured or affected by an unexpected emergency and requires your care and support.

An immediate family member includes:

- your spouse, de facto partner, child, parent, grandparent, grandchild or sibling; or
- your child, parent, grandparent, grandchild or sibling of your spouse or de facto partner.

## Amount of leave

If you are a full time employee you are entitled to 12 days personal / carer's leave per year of service. A part time employee entitlement is calculated based on the number of hours worked.

In your first year of employment your personal/carer's leave will accrue at 3 days per quarter and after that it will accrue at 12 days each anniversary date. Any untaken personal/carer's leave accrues from year to year.

## What do I need to do if I am sick?

- If you are absent from work due to personal / carer's leave you are required to notify your manager. At least two (2) hours prior to your expected start time, or as soon as practicable if this is not possible, you will need to advise your manager that you will not be attending work and for how long you expect to be absent.

- You can be absent on personal/carer's leave up to two consecutive days at a time without having to provide evidence for the absence but must do so if you are asked by your manager.
- Or if you have had more than two single days of personal/carer's leave within a 12 month period you may also be asked to provide evidence for the absence.

Acceptable forms of evidence for personal/carer's leave are:

- a medical certificate
- a statutory declaration

Medical certificates do not need to list the details of your illness, a medical certificate stating "medical condition" is adequate.

## Disclosure of illness

You are not required to provide personal or private medical details regarding the nature of your illness or injury, unless you are lodging a workers compensation claim.

Taking personal/carer's leave for preventative health care Sometimes it is necessary to make appointments with health professionals such as dentists, specialists etc during working hours. You can use up to 5 days of your personal/carer's leave for these appointments per year. Be sure to discuss these arrangements with your manager as they will need to be at a time approved by them.

**Note:** Full time and part time BTFG Agreement employees may be entitled to up to five days additional carer's leave each year to care for an immediate family member who is sick. Contact our Member Rights Centre on 1300 366 378 to check if this applies to you.

**PTO for FAQ...**

## WBC Group Enterprise Agreement 2019

Source: Clause 23, Westpac Group Enterprise Agreement 2019

### Personal Leave (Con't)

Frequently Asked Questions	Your Rights
Do I need to advise the expected length of time I will be off work?	Yes, when calling in sick you should advise how long you expect to be off work. If you are still unwell and require more time off than originally expected you should advise your manager as soon as practicable.
Do I need to disclose the details of my illness?	Only if this is relevant to your employment, including lodging a workers compensation claim. Usually one off injuries or illness will not need to be disclosed. In some circumstances confidentiality is protected by law.
Do I need to attend a return to work meeting?	Yes. If you are requested to attend a return to work meeting you should attend the meeting with an FSU Representative.
Do I need to attend a medical examination by a doctor nominated by Westpac?	In most circumstances it is not reasonable for Westpac to insist you attend their nominated doctor or medical practitioner. Check with the FSU if you are unsure about your situation.
Can my manager insist on attending a medical examination with me?	No. It isn't reasonable for your manager to attend a medical appointment with you, unless you request they attend.
Do I need to sign an authority for Westpac to access my personal medical details in relation to my illness?	No and we advise you to refuse this request and talk to your FSU Representative if Westpac repeats this request.
I have already signed an authority form for Westpac to access my medical records can I withdraw my approval?	Yes. You should consider immediately rescinding your authority.
Can I take an FSU representative to a return to work meeting?	Yes. There must be a reasonable amount of notice of the meeting to allow you to arrange representation.
Do I need to fill out and participate in an Attendance Support Plan (ASP)?	Each circumstance is different and we advise you to contact the FSU for advice before discussing and completing an Attendance Support Plan (ASP).
Can I contact the FSU for information and advice on my rights?	You can contact the FSU on 1300 366 378 at any time for advice and representation.