



Buildcorp leave entitlements

As a Buildcorp employee, you are provided with a variety of leave arrangements (paid and unpaid) to help you balance work with rest, recreation, family responsibilities and other personal reasons.

This policy and supporting leave procedures outlines our approach to leave arrangements, the entitlements that are available to you and what you need to do when requesting and taking leave.

Scope

This policy applies to all full-time and part-time employees of Buildcorp and Euroline. It does not apply to casual employees (unless explicitly referenced) or contractors.

Principles

At Buildcorp, we aspire to have a workplace that:

- Helps you manage work and personal commitments in a balanced and sustainable way.
- Ensures a variety of leave provisions are made available to you, which promote the importance of health and well-being in bringing about positive work outcomes.
- Facilitates proactive conversations between you and your manager about taking leave, to assist with planning and prioritising.

Leave provisions are in accordance with the relevant legislation in your State/Territory, including relevant awards (if applicable).

In general, planned leave has to be mutually agreed, taking into account Buildcorp's workloads and your needs. Except in cases where you could not anticipate the absence, leave must be approved in advance via the required procedures.

Roles and Responsibilities

As an **employee**, you are responsible for:

- Discussing planned leave with your manager with as much lead time as possible.
- Completing leave requests accurately and submitting them to your manager for approval in a timely way.
- Notifying Reception of your absence and ensuring your out of office contact details are up to date
- Providing all certificates and documentation required to support your leave application.

Managers are responsible for:

- Ensuring that leave applications are approved in accordance with the provisions set out in this policy.
- Planning and scheduling leave requirements in advance.
- Monitoring the use of leave in their section at least quarterly.
- Actively managing and discussing leave balances with employees.

The **Group Payroll Manager** is responsible for:

- Monitoring the timely return of completed leave applications.
- Checking that leave applications are completed in accordance with the provisions set out in this policy.

- Liaising with employees and managers regarding matters concerning leave applications.

Entitlements and Procedures

The below table summarises the various leave entitlements that are available. Full details on entitlements and procedures are detailed in the following pages.

Please note: For any leave request, you should discuss with your manager first, and then complete and submit this request via Timefiler for approval (with any supporting documentation as outlined below).

Leave Type	Summary of leave benefit	Paid or Unpaid	Qualifying Period	Procedures/ Documentation
Annual leave (Note shutdown periods apply)	4 weeks	Paid	12 months	Timefiler
Australian Defence Force Reserves Leave	10 days	Case by case basis	Not applicable	Timefiler
Compassionate/ Bereavement Leave	2 days per occasion	Paid	12 months	Timefiler
Cultural Leave	On application	Paid	Not applicable	Timefiler Supporting documentation
Jury Duty Leave * Payment from service	On application	Paid	Not applicable	Timefiler Jury duty letter
Leave without pay (Extended)	More than 20 days	Unpaid	Not applicable	Timefiler
Long Service Leave	Varies by state	Paid	Varies by state	Timefiler
Parental Leave <i>Comprises maternity, paternity, partner/spouse & adoption leave</i> Refer separate Parental Leave topic	Refer separate policy	Refer separate policy	Refer separate policy	Refer separate policy
Personal Leave Comprises sick and carers leave	10 days	Paid	12 months	Timefiler Medical cert
Extended personal leave	By agreement	Unpaid	Not applicable	Timefiler Medical cert
Extended Carer's Leave	2 days per occasion	Unpaid	Not applicable	Medical cert.
Public Holidays	Vary per State/ Territory	Paid	Not applicable	Not required
Voluntary Emergency Management Leave	On application	Case by case basis	Not applicable	Timefiler
Unexplained absences	Not applicable	Unpaid	Not applicable	Not applicable

This policy and supporting procedures is at Buildcorp's absolute discretion (subject to Buildcorp complying with its statutory obligations), and may be varied, rescinded or replaced from time to time. This policy is not intended to constitute a contractual term or a contractual promise.

COVID-19: Travel and Quarantine

If you are planning to visit international destinations or decide to visit any other destination outside your usual place of residence where travel restrictions and/or quarantine requirements are in place, **you may be required to undertake all quarantine or isolation as annual leave or unpaid leave**. If you have insufficient annual leave for the duration of the required quarantine or isolation, then the difference will be treated as unpaid leave. If you are unsure, please speak to HR as Safe Travel Zones change frequently.

Annual Leave

- Permanent full-time employees are entitled to **4 weeks paid annual leave** for each completed year of service, calculated on a pro-rata basis in accordance with the relevant legislation. Part-time employees accrue leave on a pro-rata basis. Annual leave is not paid in advance.
- Note that Annual Leave does not accrue during any period of unpaid leave or leave without pay (including Parental Leave).
- We think it's important that our employees take regular annual leave each year. So, if you accrue a leave balance of six weeks or more, we may direct you to reduce your leave balance by taking paid leave. In these instances, you and your manager will work together to identify the most convenient time for you to take leave.
- You will be paid at your base rate of pay for your ordinary hours during the period of leave (ie. excluding other monetary allowances).
- Annual leave loading is not applicable for salaried employees.
- Under the National Building and Construction Industry Award, our labour employees are eligible to receive leave loading of 17.5% on annual leave taken. However, annual leave loading may vary depending on the award, collective bargaining agreement, Australian Workplace Agreement, or as specified in the terms and conditions of an employment contract. Leave loading is calculated on ordinary time earnings unless otherwise stated under an award, Collective Bargaining Agreement or Australian Workplace Agreement or individual agreement.
- On termination of your employment you will be entitled to payment of accrued annual leave and long service entitlements up to and including the end of your notice period

At Buildcorp, we also have a 'Stay for 3, Get 1 Free' initiative. Refer to our benefits page for more detail on how to access it.

Procedures

- We will make every effort to accommodate all reasonable requests for leave.
- If you have any questions regarding your leave balance, contact the Group Payroll Manager, or refer to your most recent payslip, which will also show the annual leave balance at the end of the current pay month.

Annual leave during shut-down times

- Buildcorp requires its employees to take annual leave during "shut-down" times, such as the Christmas and New Year period.
- Shutdown over the Christmas and New Year period is generally for a minimum of 2 weeks.
- You may choose to take this leave as paid or unpaid annual leave, where an accrual is available. Where you do not have enough accrued annual leave to cover the shutdown period then the remainder will be paid as unpaid annual leave.

Australian Defence Force Reserves Leave (ADFL)

- Permanent full-time employees who volunteer for the Australian Defence Force Reserves may apply for **up to 10 working days paid leave per annum** (pro-rated for permanent part-time employees) for the purpose of participating in compulsory training.



Parental leave

Buildcorp provides access to both paid and unpaid parental leave as set out below.

This topic covers the following:

- Parental leave provisions (**unpaid** and **paid**).
- Details on the [Government Funded Paid Parental leave scheme](#).
- Procedures for taking parental leave, including the required notice.

What is parental leave?

- Parental leave is leave that can be taken when:
 - An employee gives birth
 - An employees' spouse or de-factor partner gives birth (this includes same-sex de facto relationships)
 - An employee adopts a child under the age of 16 years of age.

What Unpaid Parental Leave is provided?

Accessing Unpaid Parental Leave

- Unpaid parental leave is provided in accordance with the National Employment Standards (NES)
- All employees are entitled to a period of 12 months of unpaid parental leave if:
 - They have completed at least 12 months of continuous service. *Note this includes casual employees but only if they have been employed by the company on a regular and systematic basis for a sequence of at least 12 months; and had it not been for the birth (or expected birth) or adoption (or expected) adoption of a child, they would have a reasonable expectation of continuing employment with the company on a regular and systematic basis; and*
 - They are the primary care giver.
- Unpaid parental leave may be shared, however both parents cannot take parental leave at the same time. In some instances you may be required to provide a statutory declaration stating that you are the primary care giver and your partner is not taking paid parental leave.
- In addition, the pregnant employee is permitted to use accrued sick leave entitlements to attend scheduled medical appointments before the birth of the child or before commencing parental leave, whichever occurs first.
- Employees who have taken parental leave don't have to work for another 12 months before they can take another period of parental leave with Buildcorp.

Pre-Adoption Leave

- Employees who are taking parental leave to care for an adopted child are also entitled to 2 days unpaid pre-adoption leave to attend relevant interviews or examinations.

Extending Unpaid Parental Leave

- An employee taking 12 months parental leave may request an extension of a further 12 months leave (up to 24 months in total).
- The request must be in writing and submitted to Buildcorp or Euroline at least four weeks before the end of the employee's initial period of parental leave.

- Buildcorp or Euroline will then respond in writing within 21 days, stating whether the extension request is granted or refused.

What Paid Parental Leave is Provided by Buildcorp?

- In addition to unpaid parental leave, Buildcorp and Euroline also provides access to paid parental leave
- The following table details the details of this leave. Note that paid parental leave is calculated on your base salary for full-time employees and pro-rata for part-time employees
- The entitlement is also paid as a lump sum on the employee's commencement of parental leave

Primary Carers leave	Entitlement	Example
Completion of more than one year and less than four years of continuous service	Four weeks of paid leave	Ineligible: 6 months of service Eligible: 13 months of service Eligible: 3 years and 8 months of service
Completion of four years and less than five years of continuous service	Six weeks of paid leave	Eligible: 4 years and 1 month of service Eligible: 4 years and 11 months of service
Five years or more of continuous service	Eight weeks of paid leave	Eligible: 5 years and 1 month of service Eligible: 8 years of service Eligible: 11 years of service
Secondary Carers leave	Entitlement	
Completion of more than one year and less than two years of continuous service	One week of paid leave	Ineligible: 7 months of service Eligible: 18 months of service
Completion of two years or more of continuous service	Two weeks of paid leave	Eligible: 2 years and 1 month of service Eligible: 6 years of service
Adoption leave	Entitlement	
Two years or more of continuous service	One week of paid leave in all cases	

What is the Government Funded Paid Parental Leave Scheme?

- In addition to the NES, employees may be entitled to government-funded paid parental leave.
- The Australian Government Paid Parental Leave scheme provides government-funded Parental Leave Pay, and Dad and Partner Pay at the National Minimum Wage for a period of up to 18 weeks to employees who meet the eligibility criteria.
- For more information about government-funded paid parental leave, you can visit the Department of Human Services' website at www.humanservices.gov.au or call them on 13 61 50.

What are the procedures for taking parental leave?

Notice

- You will need to provide at least 10 weeks written notice if you intend to take primary carers leave or extended parental leave. A woman may commence her primary carers leave at any time within the six weeks immediately before the expected date of birth.
- Before commencing parental leave you must submit your leave through Timefiler, together with a:
 - o statutory declaration detailing any parental leave sought by your spouse/partner
 - o statutory declaration confirming that you will be the child's primary care giver (where applicable)
 - o medical certificate confirming the pregnancy and the expected date of birth, or a notice from the adoption agency stating the date of placement.
- The company requires you to give at least 4 weeks written notice prior to the expiration of your primary carers leave or extended parental leave period regarding your intended date of return to work or request to extend your period of unpaid parental leave.

Leave Accruals

- The calculation of leave entitlements are suspended for the period of the parental leave. Any entitlement balance accrued at the time the leave is taken will be reinstated upon returning to work.

What else do I need to know?

- If your period of parental leave is greater than 12 weeks in total you may be required to forfeit Company assets and equipment including company vehicle, fuel card and laptop until you return to work on a permanent basis. You may be required to return any company credit card that has been issued to you until your return to work.
- However, you continue to be covered for life insurance if you are a member of the Buildcorp Group Pty Ltd, AMP Signature Super Select Superannuation Fund.

If you have any further questions, please contact the HR and/or Payroll Team.

Changes effective December 2020

All employee benefits are subject to change, including withdrawal, by Buildcorp at any time at its complete discretion (subject to Buildcorp complying with its statutory obligations). All information contained within should not be construed as providing financial or tax advice to employees. Employees thinking of taking advantage of any of the employee benefits offered by Buildcorp should consider whether they should obtain their own independent and/or financial advice.

- Applications for paid and unpaid leave will be considered on a case-by-case basis at the discretion of your manager. All applications will need to be approved by the relevant General Manager.

Compassionate/Bereavement Leave

- Employees (including casual employees) are eligible to take **up to 2 days** paid compassionate leave to spend time with a member of their immediate family or household who has sustained a life threatening illness or injury.
- Compassionate leave may also be taken after the death of a member of the employee's immediate family or household.
- A member of the employee's immediate family refers to a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner. This definition (as defined by the Fair Work Act 2009) also includes step-relations (e.g. step-parents and step-children) as well as adoptive relations.
- Compassionate leave may be taken if an employee or their partner experiences a miscarriage.

Procedures

- When you are completing your leave form, ensure you note the relationship to the person that you are taking leave to support. Submission of the form might be before or after the leave is taken, as practicable.

Cultural Leave

Entitlement

- We recognise the need to exercise flexibility in observing cultural and religious occasions. As such, cultural or religious holidays can be taken, in addition to gazetted public holidays, **as paid annual leave or as leave without pay.**

Procedures

- If you observe religious or cultural holidays that require you to go home by sundown or to be absent, or be excluded from work for a period(s) of time during normal working hours, you should discuss your requirements with your manager in advance so that a replacement can be arranged to cover any periods of absence.
- Please provide as much notice as possible for intended leave so that this can be managed in an effective way for you and for Buildcorp.
- We may request evidence from you to substantiate the legitimacy of a request for such leave and commitment to participate e.g. timetable for cultural events or a request by an ethnic community leader to participate in cultural/ceremonial duties.

Jury Duty Leave

- We support you to fulfil your civic responsibilities, and so leave is available to you should you be called up for jury duty.
- For our permanent full-time or part-time employees, the Company will continue to pay salary / wages for the duration of jury service.
- If you are selected for jury duty, you will be asked by the Sherriff's Office to provide payment instructions. In this case, you should request that the payment be made directly to the Company.

Procedures

- Employees who receive a jury summons should advise their manager of the details promptly.

- Where the employee feels they may be unable to attend jury service they should also discuss this with their Manager and HR. In some cases they may be able to apply for an exemption to the Sheriff of NSW to be excused.
- Where leave submitted and approved by the Manager (and the General Manager in the case of Jury Duty), you will need to forward a copy of the Jury Duty Payment Instructions to the Payroll Manager before proceeding on leave.
- Your manager may request that you contact the Company on a regular basis while on Jury Duty Leave. You must also report to work on any days that the court is not in session - unless otherwise instructed by the Sheriff's Office. You must also forward any money received for Jury Duty to Buildcorp.

Leave without Pay (Extended)

- We understand that from time to time, employees may need or wish to take additional time off in excess of their accrued leave entitlements for reasons of :
 - Compassion, hardship, illness or emergency
 - Significant social, sporting or community responsibilities
 - Extended travel opportunities or study purposes.
- Every application for unpaid leave will be considered on its merits, taking into account the ongoing business requirements, the proposed duration of the leave and the tenure of the employee.
- You will need to exhaust all of your available accrued leave entitlements (including Long Service Leave) prior to commencing a period of Leave without Pay.
- Leave without Pay affects other entitlements as follows:
 - Employee superannuation contributions will not be paid during periods of Leave without Pay, unless otherwise required by law.
 - Leave without pay does not count as service unless required by law.
 - All accrued leave entitlements are frozen for the duration of an employee's unpaid leave up until their return to work. This includes accrued Annual Leave, Long Service Leave, Personal Leave and salary continuance.
 - The Life Insurance Cover of a member of the Build Group Pty Ltd, AMP Signature Super Select Superannuation Fund, may continue depending on the duration of the employee's absence.

Procedures

- Applications for more than 20 consecutive days require the approval of the employee's General Manager and the General Manager, People & Performance.
- You should contact the Group Payroll Manager first to check you leave balances prior to applying for this type of leave. Reasonable notice should be provided where possible
- Once this is done, you should then speak with their manager to discuss your Leave without Pay / Unpaid Leave plans at the earliest practicable time. Reasonable notice (at least 4 weeks) should be provided where possible.

Long Service Leave

Entitlement

- Long Service leave is additional paid leave accrued by employees after extended periods of continuous service with an employer.
- Full time, part time and casual employees are all eligible to be considered for long service leave once completing the relevant period of service.
- There are two long service schemes applicable for Buildcorp and Euroline employees:
 - o **State Scheme** – most Buildcorp salaried employees, with the exception of site based staff (as noted below)
 - o **Portable scheme** – Specific Buildcorp site-based supervisory staff (for example, Supervisors/Foreman, Site Managers, Labourers); Euroline Trade staff. This is dependent on the Portable scheme you fall under
- The information contained below is supplementary to long service leave legislation. This policy should be read in conjunction with the relevant state or Territory legislation where an employee is employed.

Group Services and Administration Employees – State Scheme

- Buildcorp and Euroline salaried employee's entitlement to long service leave comes from long service leave laws in each state or territory ('State Scheme'), which set out:
 - o how long an employee has to be working to get long service leave
 - o how much long service leave the employee gets, and
 - o how the long service leave can be taken.
- Employer-approved absences from work do not break the continuity of an employee's service. However some absences, such as parental leave, are not counted as time worked and are therefore not included in an employee's period of service when calculating long service leave.
- The table below provides further information across each relevant state. *Note that this is a guide only and subject to change according the relevant legislation*
- Employees covered by a State Scheme cannot cash out their long service leave during their employment (the long service entitlement must be taken as leave).

Long Service leave entitlements during employment (guide only) – State Scheme			
State	Qualifying Period	Entitlement	Link for more information
NSW	10 years	8.67 weeks	NSW Industrial Relations
	15 years	Additional 4.33 weeks	
	Additional years	Additional 0.866 weeks per year	
Victoria	10 Years	Total number of weeks of employment/60	Business Victoria
Queensland	10 years	8.67 weeks	QLD Industrial Relations
	15 years	Additional 4.33 weeks	
	Additional years	Additional 0.866 weeks per year	

Site Based and Trade Employees – Portable Scheme

- Some Buildcorp and Euroline employees have access to the **portable** long service leave scheme in each relevant State ('Portable Scheme'), as follows:
 - o Buildcorp NSW and QLD – Site Based Supervisory Staff (Supervisors/Foreman, Site Managers, Labourers)
 - o Buildcorp VIC – Co-Invest has very specific criteria for qualification to this scheme. It is best to check the website listed below for further details and contact Co-Invest with any questions, however, in general terms this scheme covers Foreman and Labourers
 - o Euroline – Trade staff (Cabinetmakers, Wood Machinists, French Polishers, Shopfitters, Apprentices)
- Under these schemes (and in accordance with the relevant legislation in each State), an employee keeps their long service leave entitlement even if they work on different projects for one or more employers

- These schemes and their associated funds are administered by an Authority in each state or territory. A National Reciprocal Agreement has also been entered into by every state/territory based scheme to also enable interstate construction work to count towards a worker's long service leave.
- Each State's Scheme issues its own registration card and the registration numbers are different for each State. Building and construction workers must be registered in each state where they work.
- Entitlements and eligibility criteria differ across states, with the links below providing further information across each state or territory. *Note that this is a guide only and subject to change according the relevant legislation.*
- Note that employees under the Portable Scheme **may** be able to apply to **cash out** their long service leave, and should check with the appropriate authority in the State

Long Service leave entitlements during employment (guide only) – Portable Scheme			
State	Qualifying Period	Entitlement	Link for more information
NSW	10 years 15 years Additional years	8.67 weeks Additional 4.33 weeks Additional 0.866 weeks per year (As per State Scheme above)	Long Service Leave Corporation
Victoria	7 Years	Variable. Contact Co-Invest to calculate	Co-Invest
Queensland	10 years	8.67 weeks per 2200 'service credits'	Q-Leave

Procedures – all schemes

- Upon qualifying for long service leave, employees are able to take this leave in periods of one or more weeks at a time
- It's best if you can discuss the proposed timing of this type of leave with your manager well in advance, so that both you and Buildcorp can plan and prepare effectively
- For extended absences (e.g. above 1 month), entering into discussions at least three months before the commencement date will allow sufficient time to make alternative arrangements in your team/Division

What else do I need to know about Long Service Leave?

- Note that an employee is only entitled to payment under one scheme ('Portable' or 'State' Scheme)
- In NSW, amounts payable are calculated either under the appropriate award and award rate of pay or certified agreement rate of pay and exclude allowances, penalties and overtime.
- QLD has a capped weekly rate of pay – please refer to Q Leave for more information on this.
- In Victoria, there are two different calculations used. Please see the following link for more information on rates of pay and claiming LSL - <https://www.coinvest.com.au/workers/claiming-long-service-leave>
- Note – in the case of long service leave the balance shown on your payslip is an 'accrued balance' as at that date and may not necessarily reflect your eligibility to take leave. Check with the Group Payroll Manager if you are in any doubt.
- Long Service leave may be paid out on termination after certain periods of continuous service. Refer the links above for more information or contact the Payroll Department if you have any queries.
- Long Service leave entitlements stated above are subject to change in accordance with the relevant state legislation

Personal Leave

- Personal leave comprises sick and carer's leave.

- You are able to access this type of paid leave when you need to be absent due to:
 - Personal illness or injury, including attendance at medical appointments
 - A member of the employee's immediate family or household requiring care or support related to an illness or injury
 - Having to provide care or support for a member of your immediate family or household who is affected by an unexpected emergency or special circumstances
 - Domestic or family violence, or
 - As a result of special or exceptional circumstances.
- Permanent full-time employees may take up to **10 paid days per annum** (pro-rated for part-time permanent employees) for each year of continuous service.
- Personal leave accrues progressively on a pro-rata basis and is cumulative from year to year.
- A member of the employee's immediate family refers to a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee; or a child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner. This definition (as defined by the Fair Work Act 2009) also includes step-relations (e.g. step-parents and step-children) as well as adoptive relations.

Procedures

- You will need to advise your manager as soon as it becomes apparent that you will be absent from work
- To qualify for paid sick leave you must notify your manager of your absence at least one hour prior to your normal start time or as soon as possible on the actual day you intend to be away and the likely duration of your absence where possible. **Please note sending text messages or emails are not acceptable.**
- If you are unable to contact Buildcorp yourself, then you can arrange for a relative or friend to call your manager on your behalf. If the manager is not available, then a call should be made to your site supervisor, project manager, Divisional Head or Reception.
- Wherever possible, you should also provide your manager with an indication as to how long you anticipate being absent and keep your manager updated on an agreed basis if the leave is likely to be for an extended period.
- Your manager should then notify the Group Payroll Manager and Receptionist promptly to ensure employee records are up-to-date and phone calls can be transferred accordingly.

Supporting Documentation

- In order to be entitled to paid personal leave you are required to provide your manager with supporting evidence, if the absence is as follows:
 - For a period of absence in excess of 2 consecutive days
 - For any absences on a day(s) immediately before or after a weekend or public holiday, or immediately after a period of annual leave
 - For any period on Annual Leave during which you seek paid personal leave, and
 - If you have used all of your paid personal/carer's leave entitlements.
- Medical certificates from a registered health/medical practitioner or statutory declarations are examples of acceptable forms of supporting evidence. However, other types of evidence such as a letter from a service provider explaining the reasons for the absence (e.g. on hospital letterhead advising that a member of an employee's immediate family requires support and care) are also acceptable.

Extended Personal Leave

- For extended periods of leave due to illness or injury not covered by sick leave entitlement you may also use your annual leave, or where appropriate, long service leave entitlement(s).
- The Company may also grant additional unpaid Personal Leave in special or exceptional circumstances where an employee has exhausted paid personal leave.
- If an employee's Personal Leave balance is exhausted, any absence from work that would have otherwise been taken as Personal Leave (and has not been taken as annual leave or long service leave as per the above), is treated as Unpaid Personal Leave, consistent with the National Employment Standards.
- Only under exceptional circumstances, and with the approval of the Group General Manager, can Personal Leave balances fall below zero.
 - If an employee is required to access one or more days of their Personal Leave while they are on Annual Leave and, they can provide appropriate documentary evidence to that effect, they may be able to have part of their Annual Leave balance reinstated commensurate with any such days and credited back to their Personal Leave balance.
 - An employee who doesn't provide evidence when asked may not be entitled to be paid for this type of leave.
 - Buildcorp also currently provides salary continuance to eligible employees after 90 days of continuous absence of up to 75% of your base salary or ordinary time rate of pay. Eligible employees are salaried employees and/or as specifically stated in your letter of employment. Employees covered under an Award or collective bargaining agreement (CBA) will be subject to the terms and conditions set out in the award, individual agreement or collective agreement.

Extended Carer's Leave

- If paid carer's leave is exhausted, an employee (including a casual employee) has an entitlement to take two days unpaid carer's leave on each permissible occasion when a member of an employee's family or household (as specified in the legislation) requires care or support because of illness, injury or unexpected emergency.

Voluntary Emergency Management Leave

- We recognise and support the sacrifices and dedication of our employees who undertake duties as volunteers in State Fire and Emergency Services authorities or similar organisations to the benefit of the wider community
- At Buildcorp, we will make reasonable efforts to release employees for duty. All applications for Voluntary Emergency Management leave will be considered on their merits and on a case-by-case basis at the discretion of management.
- Any payment for leave in emergency situations will be at the discretion of management. Where paid leave is given, any amounts will be reduced by the amount of any payment which may be received from the voluntary emergency body or organisation.

Procedures

- You should initially discuss your Voluntary Emergency Management Leave plans with your manager at the earliest practicable time.
- If management is supportive, you should then submit an Application for Leave form via Timefiler to their manager for approval.
- You will need to provide documentary evidence in support of your application for this type of leave.

Public Holidays

Entitlement

- Full-time and part-time employees are entitled to be absent from work on days gazetted as Public Holidays by the State Government in which they ordinarily work i.e. their place of employment.
- The number and dates of Public Holidays gazetted by State Governments vary per State and Territory each year.
- You will receive your base rate of pay for your ordinary hours of work on that day or part-day.
- However, you won't be entitled to payment if you do not have ordinary hours of work on the Public Holiday. For example, a part-time employee is not entitled to payment if their part-time hours do not include the day of the week on which the Public Holiday falls.
- For further information on Public Holidays refer to http://www.australia.gov.au/Public_Holidays

Procedures

- Public holidays are automatically entered into Timefiler.

Unexplained absences from work

- If you don't advise your manager of your absence from work for a period exceeding two working days this may be considered to be abandonment of employment, and you may be deemed to have resigned
- If your employment is terminated as a result then we will pay you out your accrued annual leave and, if applicable, your long service leave entitlements up to the termination date or the last day of work.
- Your general manager determines if your unauthorised absence was due to extenuating circumstances and/or for a legitimate reason that was beyond your control, in which case your employment may continue.
- If you have any questions regarding unexplained absences from work, please contact your General Manager or the Group human resources department.

COVID-19, Travel and leave requests

- *If you are planning to visit international destinations or decide to visit any other destination outside your usual place of residence where travel restrictions and/or quarantine requirements are in place, you will be required to undertake all quarantine or isolation as annual leave. If you have insufficient annual leave for the duration of the required quarantine or isolation, then the difference will be treated as unpaid leave.*

Have more questions or couldn't find what you were looking for? Please contact the HR team or the Group Payroll Manager for more details.



Annual Leave Extra Week

Stay for 3, Christmas Free!

Our 'Annual Leave Extra Week' (ALEW) initiative is about recognising the importance of well-being and work/life balance as well as thanking you for being part of the team and contributing to our success.

What is it?

- Permanent employees with 3 years or more of service are entitled to an additional 1-week (5 days) annual leave each year (five weeks total instead of the four weeks prescribed in the National Employment Standards).
- For our part-time employees, the additional 1 weeks' leave is accrued at a pro-rata rate.
- The original policy came into effect from 01 July 2015, with this revision effective from 1 January 2020

Who does it apply to?

- All Buildcorp and Euroline permanent and part-time employees.

When can I access it?

- The ALEW will be applied at Christmas, during our shutdown period, for all eligible employees that have reached their 3rd year anniversary within the preceding months.
- To support wellbeing, we believe regular breaks should be taken. Therefore, you must have a total leave balance of under 15 days or 112.5 hours as at 30 November of each year.
- The additional leave is to be taken in bulk and will be automatically applied during Buildcorp's shutdown period. If for work reasons you are unable to take leave during the shutdown period, your business unit manager must approve your working time and agree to dates that the leave will be taken (in bulk).

How do I access it?

- To access the leave, **you must reach the criteria and have a total leave balance under 15 days or 112.5 hours as at 30 November of each year.** You should then have a discussion with your manager and submit an application for leave request through TimeFiler for approval.
- It is important to note that ALEW does not accrue each year.
- To access ALEW year on year, you will need to maintain a leave balance under 15 days by 30 November each year.

What other terms and conditions apply?

- The additional week cannot be cashed out under any circumstances, including on termination of the employment contract.
- Where an employee resigns, you cannot use the additional week to offset your notice period, and you will no longer be eligible to use ALEW.

Annual Leave Extra Week (ALEW) FAQ

1. I am permanently employed on weekly wages. Do I qualify for the extra week?

- Yes. All permanent Buildcorp employees that are employed full time and part time qualify for the extra week annual leave after 3 years of service.

2. If I am a permanent employee but work part time, does the annual leave extra week policy apply to me?

- Yes. All permanent employees, whether full time or part time are entitled to the annual leave extra week provided they have completed three or more years of service with Buildcorp. Part time employees will accrue the leave on a pro rata basis.

3. When do I receive my annual leave extra week?

- The annual leave extra week will be applied to the next available Christmas Shutdown period after your 3rd year anniversary IF your annual leave balance as at 30 November is under 15 days (or 112.5 hours). If eligible, the annual leave extra week will be automatically applied.

4. What happens if I have to work through Christmas because of my project?

- All projects that work through Christmas require prior approval by their General Manager. If you are involved in a project like this, you and your General Manager must agree to locking in a week post the project for ALEW to be used.

5. Do I need to take the extra week in one go?

- Yes

6. What if I take a period of extended leave (e.g. maternity leave)?

- You will qualify for the extra week when you complete three years of cumulative service with the company, noting your extended period of leave will be deducted from your service accrual.
- For example, if you completed 2 years of service with the company and then went on maternity leave you would only need to complete 1 year of service on your return to work to qualify for the extra week.
- The condition of this is that the employee's employment contract must remain current. For example, an ex-employee returning to Buildcorp will be treated like a new employee under the policy and will be required to complete three years of service to qualify for the extra week of leave.

7. I have a high leave balance and I *do* take 20 days of leave a year. But this new benefit means I have to get my leave balance down to access it.

- ALEW is in place to encourage work life balance and wellbeing. If you have a high leave balance, chances are you might not be taking the leave you need to meet the demands of your homelife and worklife.
- We'd like you to use your leave and feel this change will provide the vast majority of our people with earlier access to additional leave.
- You have between now and 30 November to reduce your leave balance.

All employee benefits are subject to change (including withdrawal) by Buildcorp at any time at its complete discretion. All information contained within should not be construed as providing financial or tax advice to employees. Employees thinking of taking advantage of any of the employee benefits offered by Buildcorp should consider whether they should obtain their own independent and/or financial advice.