

## Personal Leave - Frequently asked questions #2

**1) When do the changes to personal leave start from?**

The changes start from 20 June 2011. You will receive pro rata entitlements calculated from then to your next anniversary date. Then each year on your anniversary date you will receive your personal leave credits upfront for the coming year.

**2) What is my anniversary date?**

Your anniversary date is the date you commenced employment. On that date each year you will receive your personal leave credits upfront for the coming year.

**3) Have I lost the sick leave that I already had accrued?**

No. The sick leave you had accrued prior to the new EBA has been converted to personal leave and can now be taken in accordance with the new provisions in the EBA.

**4) How many hours personal leave does the new entitlement equate to?**

You can convert days to hours by multiplying the days by 7.6 hours (or 8 hours for those with ADOs). To convert hours to days you divide by 7.6 (or 8 for those with ADOs)

13 days cumulative personal leave equates to 98.8 hrs (104 hrs with ADOs) and 2 days non-cumulative personal leave equates to 15.2 hrs (16hrs with ADOs).

**5) I work 12 hour shifts, how many hours and days personal leave does the new entitlement equate to?**

Those members working 12 hour shifts are entitled to the same number of hours of personal leave – 98.8 hrs cumulative leave (104 hrs with ADOs) and 15.2 hrs non-cumulative leave (16 hrs with ADOs) as everyone else.

However, when you take a personal leave day you utilise 12 hours of personal leave, so therefore the number of days you are entitled to is 8.23 days cumulative leave (8.66 days with ADOs) and 1.26 days non-cumulative leave (1.33 days with ADOs).

**6) I am part-time – how much personal leave am I entitled to?**

Part-time employees are entitled to the same personal leave credits as full-timers but on a pro-rata basis.

For example, if you work 38 hours per fortnight (which is 0.5 FTE) then you will be entitled to 6.5 days cumulative and 1 day non-cumulative personal leave.

**7) Do we still need a medical certificate each time we are absent once we have had more than 5 days off in a year?**

No. You only need to provide evidence to satisfy a reasonable person when you are absent in excess of 2 consecutive days – this may include a certificate from another health practitioner i.e. physiotherapist, or a statutory declaration. This is regardless of how many days off you have already had in a year.

**8) How many single days off without a medical certificate am I allowed to take?**

There is no limit to the number of single days off without a medical certificate.

Evidence is not required for single or 2 consecutive day absences regardless of how many days off you have already had in a year.

If the employer has a good reason to believe the absence is not reasonable or legitimate, the employer can request evidence be provided giving reasons for their request.

**9) Where can I get a statutory declaration from?**

You will find a copy of a statutory declaration on the ANF website.

<http://www.anfiuwp.org.au/>

**10) Why doesn't our accrued personal leave balance appear on our payslips?**

The ANF has raised this issue with the Health Department in the past and we will be making that request again.

We see no reason why other leave is recorded but not personal leave.

HCN need to keep detailed records, so our advice in the meantime is to make a request for your current personal leave balance from HCN and keep your own records.

You can also make further requests anytime in the future.