
PEOPLE AND CULTURE POLICY

Leave and Parental Leave Policy

Your entitlements to rest, care for family, meet cultural obligations and manage life

Version 1.0 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	Employees of THRIV3 (leave entitlements are specific to employment; volunteers and contractors arrange availability under their agreements)
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	THRIV3 Handbook; Flexible Working, Right to Disconnect and Working From Home Policy; Fair Work Information Statement

1. Purpose and Scope

This policy summarises leave entitlements for THRIV3 employees under the National Employment Standards (NES), the applicable modern award and employment contracts. Where legislation or an award provides a greater entitlement, that greater entitlement applies. Casual employees do not accrue paid annual or personal leave but have access to unpaid entitlements and paid family and domestic violence leave as set out below.

2. Annual Leave

Full-time employees accrue four weeks of paid annual leave per year (pro rata for part-time), accruing progressively and carrying over year to year. Shift workers as defined in the award may be entitled to five weeks.

- Request leave through THRIV3 Connectteam with as much notice as possible – 7 Days as best case. Approval balances your preferences with program and community commitments, and will not be unreasonably refused.

Under the National Employment Standards, annual leave is taken at a time agreed between the employee and THRIV3. THRIV3 must not unreasonably refuse a request, but may refuse it on reasonable business grounds - for example minimum staffing or safety requirements, peak program or community periods, excessive leave being taken at once, or the operational needs of the program. Where a request is refused, THRIV3 explains the grounds and works with the employee to agree an alternative time.

- Annual leave loading is paid where the award requires it.
- THRIV3 may direct reasonable leave during a shutdown period (for example over Christmas and New Year) and may address excessive accruals in line with the award.
- Cashing out of annual leave is only by written agreement, within the limits of the award and the Fair Work Act.

3. Personal and Carer's Leave

Full-time employees accrue ten days of paid personal/carer's leave per year (pro rata for part-time), cumulative from year to year. It may be used when you are unfit for work through illness or injury, or to care for or support an immediate family or household member because of illness, injury or an unexpected emergency.

Notify your manager as soon as practicable and provide evidence (medical certificate or statutory declaration) where requested, and always for absences of two or more consecutive days or absences adjoining a weekend or public holiday. All employees, including casuals, may take two days of unpaid carer's leave per occasion where paid leave is unavailable.

4. Compassionate and Bereavement Leave

Employees may take two days of compassionate leave per occasion (paid for permanent employees, unpaid for casuals) when an immediate family or household member dies or suffers a life-threatening illness or injury, or on miscarriage or stillbirth as provided by the NES. THRIV3 recognises Sorry Business as a significant cultural obligation and will work with employees to support attendance through compassionate leave, annual leave, unpaid leave or flexible arrangements.

5. Family and Domestic Violence Leave

All employees, including casuals, are entitled to ten days of paid family and domestic violence leave each year, available in full at the start of each year. This leave may be used to deal with the impact of family and domestic violence, including making safety arrangements, attending court, accessing services or attending appointments. Requests and records are handled with strict confidentiality, and payslips do not identify this leave.

6. Community Service and Jury Leave

Employees may take community service leave for eligible activities, including voluntary emergency management (unpaid) and jury service (with make-up pay for permanent employees for up to ten days as required by law).

7. Long Service Leave

Long service leave accrues under the Long Service Leave Act 1955 (NSW): two months of paid leave after ten years of continuous service, with pro rata access in defined circumstances after five years.

8. Public Holidays

Employees are entitled to be absent on public holidays observed in NSW without loss of pay for hours they would ordinarily have worked. THRIV3 may make a reasonable request for an employee to work a public holiday; the employee may refuse where the refusal is reasonable. Award penalty rates apply where work is performed.

9. Parental Leave

Eligible employees (including regular and systematic casuals) with at least 12 months of service are entitled to up to 12 months of unpaid parental leave in connection with the birth or adoption of a child, and may request an extension of up to a further 12 months. Requests are considered genuinely and refused only on reasonable business grounds after discussion.

- Give ten weeks written notice of intention to take leave where practicable, confirming dates at least four weeks before starting.
- Government Paid Parental Leave may be available through Services Australia in addition to unpaid leave.
- Employees on unpaid parental leave may use up to ten Keeping in Touch days by agreement without breaking their leave.
- On return, you are entitled to your pre-leave position or, if it no longer exists, the nearest available position in status and pay. Pregnant employees are entitled to transfer to a safe job or paid no safe job leave where required.

10. Requesting Leave and Records

All leave is requested and recorded through THRIV3 Connecteam. Leave balances are visible in Connecteam and on your MYOB payslip. Questions about entitlements go first to your manager, then to the CEO.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted On: 25/07/2026