

Co-operative Assistance Network Limited

Unpaid Leave Policy

Unpaid leave may be applied for and shall not be unreasonably refused in the following circumstances:

1. Immediate real need for time to address life issues such as: bereavement, rehabilitation, or divorce / relationship breakdown where
 - A projected date for return to work is provided and that date is within three months of the date of application
 - Bereavement is defined as the loss of an immediate family member (grand parent, parent, child, grandchild or sibling)
2. Training or further / higher education where
 - Three months notice is provided
 - Full time attendance is required
 - A projected date for return to work is provided
 - There is a clear benefit to the co-operative in the skills / knowledge / qualification that will be obtained
3. Time-limited work on a project of a social responsibility / developmental / environmental project where
 - Three months notice is provided
 - It conforms with social/environmental policies and goals of the co-operative
 - A projected date for return to work is provided and that date is more than two months and within twelve months. (If a member wishes to be absent for more than one year they must resign from their employment and re-apply for employment if and when they wish to return)
4. Travel / break from work / training or further / higher education where:
 - Three months notice is provided
 - The employee is also a member
 - The member has been a member for a minimum of five years
 - The member has not been granted unpaid leave exceeding three months within the preceding five years
 - A projected date for return to work is provided and that date is more than two months and within twelve months. (If a member wishes to be absent for more than one year they must resign from their employment and re-apply for employment if and when they wish to return).

Absence from work on unpaid leave agreed through the procedure below shall not affect the terms and conditions of employment of the individual employee and their service shall be held to be continuous except that such service shall not be counted in the calculation of benefits under any other policy, such as profit distribution.

Procedure

1. Employee makes an application in writing to the Human Resources Team Leader citing the relevant section of the policy and projected return date.
2. HRTL clarifies and negotiates detail.
3. HRTL worker agrees unpaid leave in writing within one week or refers the matter to the Directors and informs the applicant employee in writing.
4. The next scheduled Directors Meeting must discuss and decide to accept or reject the application. Their decision shall be final.
5. The employee must confirm one month in advance of return to work that they will be available on the projected return date or request to re-negotiate return date specifying new proposed return date.
6. Failure to confirm date of return or failure to return on the projected or re-negotiated start date is a significant breach of policy and will be regarded as a breach of contract leading to dismissal.

Responsible Department: HR

Implementation Date: 15 October 2010

Review period: 3 years

Next review due: 30 September 2022

Agreed at Directors Meeting of [unknown]

Passed at Members Meeting of 15 October 2010