

# COMMUNITY SERVICE LEAVE POLICY

## 1. Purpose and Commitment

Select Harvests (SHV) is committed to supporting communities in which we operate in and more broadly, to our social responsibility. We encourage employees, who are registered volunteers with emergency services, community hospitals, community schools and other community volunteer organisations to help aid the community.

The purpose of this policy is to advise employees of their Community Service leave entitlements and set out the procedures to be used by employees when applying for leave.

This policy should be read and interpreted in conjunction with the National Employment Standards (NES) as amended or replaced and SHV's current Enterprise Agreements (EA). Where there is a conflict, the NES or EA will supersede the policy.

## 2. Values

Our values and behaviours are critical to our culture in delivering our three key strategic priorities. SHV recognises that by living the values, and treating each other with trust and respect, we all contribute to the long-term success of the business.



## 3. Scope of Policy

This policy applies to all permanent or fixed term, full-time and part-time employees of Select Harvests.

## 4. Policy Objectives

The objectives of the Policy are to provide clear guidance and support regarding Community Service leave. The policy is designed in accordance with the company values and legal obligations under relevant Federal and State laws.

## 5. Definitions

**Community Service** – includes service through the Australian Defence Force Reserves, State Emergency Service, Country Fire Authority or other services prescribed by the Fair Work Act 2009 (Aust).

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### 6. Responsibilities

It is the responsibility of managers to:

- monitor and manage employee attendance;
- ensure that employees are aware and understand the content of this policy;
- manage requests for leave within the operational requirements of SHV;
- maintain the confidentiality of private information provided by employees (e.g. information must not be disclosed without a legitimate reason);
- undertake appropriate action in accordance with this policy when requirements are not met (e.g. unauthorised absences); and
- conduct timely discussions on a consistent and equitable basis with employees about unscheduled absences.

It is the responsibility of all employees to:

- submit completed leave applications (with evidence if required – not applicable for annual leave);
- provide adequate notice of planned leave;
- seek approval for planned leave from their manager;
- notify their manager as soon as practicable of unscheduled absences;
- comply with notifications, evidence and requirements listed in this policy;

### 7. Community Service Leave Eligibility

Community service leave under the NES is unpaid, except for jury duty. Employees (except casuals) are entitled to make-up pay for the first 10 days they are absent for jury duty.

In addition to any entitlements under the National Employment Standards, weekly or permanent employees shall be entitled, after two years continuous service with the Company, to two days paid community service leave in each year for the purpose of participating in the:

- Australian Defence Force Reserve
- State Emergency Service
- Children's Education and Care (example – Australian Community Children's Services)
- Community Volunteer organisations (example – Red Cross)
- Hospitals that provide community service programs (example – Royal Melbourne Hospital)
- Country Fire Authority or
- other services prescribed in the Fair Work Act 2009 (other than Jury Service)

Casual employees shall be entitled to the above leave, unpaid.

Employees can apply for additional leave without pay or annual leave, beyond the above stated period, if needed.

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### 8. Notification and Applying

Employees must notify their managers of absences as soon as reasonably practical and complete a leave application, prior to taking leave, if possible. Reasonable evidence of the community service activity may be requested.

Leave applications for salaried employees must be submitted electronically via the Payroll System, i.e. ADP Employee Self Service System - <https://secure.adppayroll.com.au/>.

Leave applications for non-salaried employees are to be made by submitting a Leave Application Form to their supervisor/manager.

### 9. Australian Defence Force Reserve


An employee, who is required to serve in the Australian Defence Force Reserve for a period not exceeding 12 months, is entitled to be reinstated to the position they held prior to commencing the defence service. It is at the discretion of SHV as to the position being held open for a longer period. This leave of absence will continue to count towards years of service and will be unpaid leave.

### 10. Reference Material / Other Related Policies

- Public Safety Preservation Act 1958 (Vic)
- State Emergency and Rescue Management Act 1989 (NSW)
- Emergency Management Act 2004 (SA)
- Fair Work National Employment Standards: <https://www.fairwork.gov.au/leave/community-service-leave>
- Fair Work Ombudsman: <https://www.fairwork.gov.au/leave/community-service-leave/jury-duty>
- ADP Employee Management System: <https://secure.adppayroll.com.au/>
- HCF003B – Leave Application Form
- Select Harvests Food Products Pty Ltd Enterprise Agreement 2018
- Kyndalyn Park Pty Ltd Enterprise Agreement 2021

## COMMUNITY SERVICE LEAVE POLICY

### 11. Authorisation and Approval

Document Name	HRP042 – Community Service Leave Policy
Document Manager	General Manager – People, Safety & Culture
Document Department	People, Safety & Culture
Contact	HR@selectharvests.com.au
Approval Authority	Managing Director
Approval Signature	
Release Date	20 May 2021
Review Date	+ 3 years
Version*	1.1

\*Version History can be found in “SHV Company Policy Register”