

This policy sets out conditions applicable to annual leave, personal leave, long service leave, leave without pay, parental leave and defence leave.

The full content of the policy is available for download to your shopping cart.

Example content:

### Basis for Entitlement

An employee's entitlement to leave arises from legislation, awards or workplace agreements, and/or the specific contract of employment provisions as set out in their letter of offer. It does not apply to casual employees.

The National Employment Standards (**the Standard**) under the *Fair Work Act, 2009 (Cth)*, where applicable, prescribes that employees are entitled to minimum amounts of annual leave, parental leave, personal leave, and compassionate leave. The Standard applies to employees within the federal system, principally employees of constitutional corporations.

Minimum leave entitlements of employees engaged by unincorporated businesses (sole traders, partnerships, etc.) in Australian states, who do not fall under this federal jurisdiction, are governed by state legislation.