

## 6.13 Paid Staff Working Hours, Attendance, Leave & Entitlements Policy

- 1. Purpose of the policy/ Policy Statement**

This policy establishes basic hours of work, recording hours worked, absenteeism, flexible time scheduling, meal and rest period guidelines for all staff members.

This policy also establishes how the management of leave entitlements and discretionary provisions are managed within Cultural Infusion in accordance with applicable Award, Contracts and Legislations and, if applicable relevant Cultural Infusion Policies. This leave policy allows flexibility for staff members to meet personal, family, work and community commitments without compromising the achievement of business objectives.
- 2. Detailed Policy Statement**

All staff members of the Cultural Infusion are expected to attend the workplace as determined in the individual's contract of employment (staff) or agreed attendance arrangements (volunteers).

CI understands that there are times when illness or other unexpected circumstances may prevent a staff member from attending the workplace. In any circumstances of non-attendance, the staff member must notify their line manager as soon as practical (preferably before their planned start time) that they are unable to attend the workplace on a particular day, time or shift.

All members of the workforce have a duty of care while at work to respect their own health and well-being and that of others, hence it is expected that members of the workforce remain at home when suffering from illness that is contagious.
- 3. Applicability**

This policy applies to all Cultural Infusion & Pan International paid staff members.
- 4. Cognizant Office(s)/ Getting Help**

*If you require any assistance in regards to this policy, please contact:*

  - Cultural Infusion HR/ Administration department;
  - Or, CEO Peter Mousaferiadis
- 5. Related Policies, documents and forms**

<b>Related Policies</b>	1. 'Abandonment of employment policy'
<b>Related Legislation and Guidelines:</b>	1. 'Workplace Relations Act' 2. 'Long Service Leave Act (Vic) 1992'

## 6. Implementation Procedures

### 6.1. HOURS OF WORK

Start times and finish times are referred to in the contract of employment and should fall within the normal span of hours according to the Fair Work Act. If required, hours of work can be negotiated, however, they must be approved by the relevant line manager and the CEO and be listed in a signed contract.

#### 6.1A RECORDING WORK HOURS

For staff payment purposes, Cultural Infusion keeps a record of all staff members working hours through the staff clock in/out system that is located next to the reception.

All staff members must scan their fingerprint at the start and end of every shift to record their working hours into the system.

If a staff member forgets to scan their fingerprint either before or after their shift, they must inform their departmental manager or HR of the specific time so it can be entered into the system.

### 6.2 BREAKS

All employees are to take their meal breaks away from their workstations. The staff break room is free for all staff members to utilize during their meal break.

Schedules for meal breaks are based upon the operational needs of the work area.

#### 6.2A BREAK ENTITLEMENTS

##### 6.2A.1 Working a 4 hour to 8 hour shift

Staff members who are working between 4hrs to 8hrs a day are required to take a 30 minute meal break that is unpaid.

##### 6.2A.2 Working a shift that is over 8 hours

If a staff member works more than 8 hours in any given shift, they are permitted to take an extra 15min unpaid break on top of their 30 minute unpaid meal break.

##### 6.2A.3 Working a 4 hours shift

If staff member works exactly 4 hours a shift, they are entitled to an unpaid 15 minute break

##### 6.2A.4 Working less than 4 hours

Any staff member working less than 4 hours a shift is not entitled to any breaks

##### 6.2A.5 Smoking

Staff members who smoke are not entitled to any additional breaks. If staff members wish to go on a smoke break at any time during a shift, time taken for the smoke break will be deducted from their entitled meal break.

All smoking must be done outside the office and at least 100 metres away from the school.

For the health and wellbeing of the children attending Collingwood college and their parents, we kindly ask all staff members to take their smoke breaks in between school breaks times and pickup/ drop off times.

Also in maintaining Cultural Infusion's image and reputation as a community organization, it is important for all staff members, as representatives of the organization, to uphold a level of decorum by not smoking in front of students and parents.

School Pickup and drop off times:

8:30AM to 9:15AM – Student Drop Off Time

11AM to 11:30AM – Student Morning Tea break

1AM to 2AM – Student Lunch Break

3PM to 4PM – Student Pickup Time

#### 6.2A.6 Coffee Breaks

During a shift, staff members are permitted use the staff kitchen to go make themselves a cup of coffee/ tea.

If staff members decide to step away from their work station for a coffee/ tea, they must return to their work station with their coffee/tea once it is made.

Staff members are to take no longer than 5 minutes to make themselves a coffee/tea and are not use this as an opportunity to take an additional break on top of their entitled meal break to have a non-worked related conversation with other staff members whilst enjoying their coffee/tea.

\*Under no circumstance are staff members allowed to sit on the couch to have a conversation that is non-work related matters to discuss their personal lives unless it is during their entitled meal break.

### 2.3 **FAILURE TO ATTEND WORK**

If a staff member fails to attend work for three consecutive occasions without notifying an immediate line manager, or does not return to work after an agree period of leave, Cultural Infusion reserve the right to deem this action as abandonment of employment.

Information in regards to abandonment of employment can be found in the 'Abandonment of Employment Policy & Procedure' statement.

### 2.4 **LEAVE**

#### 2.4A PERSONAL (SICK & CARERS) LEAVE

At Cultural Infusion both sick & carers leave fall under that same category as personal leave.

Full-time employees are entitled to personal leave of 10 Days for each year of service. Part-time employees are entitled to personal leave on a pro-rata basis. Volunteers & Interns are entitled to 5 days of personal leave on the basis that they work 40 hours a week for 6 Months

The employees must complete the leave application form and have it approved by their immediate supervisor/ manager no less than 24 hours prior to the usual work commencement time.

If you take personal leave you need to bring a medical certificate.

Personal leave accumulated will be rolled over to next year.

#### 2.4B Annual Leave

Full-time employees are entitled to annual leave of 20 working days for each year of service. Part-time employees are entitled to annual leave on a pro-rata basis. Volunteers & Interns are entitled to 6 annual leave on the basis that they work 40 hours a week for 6 Months

Accumulation of more than 20 days annual leave is discouraged and employees will be directed to take their leave annually.

Accumulated annual leave (Full time & Part-time employees) will be rolled over to next year.

Annual leave will be taken at a mutually agreeable time having regard to the organizations operational requirements and employee's wishes.

The employees must complete the leave application form and have it approved by their immediate supervisor/ manager no less than one month prior to the planned leave.

#### 2.4C Long Service Leave

All Employees that complete 10 years of full time service at Cultural Infusion are entitled to 12 weeks full time long service leave. Employees taking a career break must expressly agree they will not engage in any employment during the career break that could conflict with the employer's interests unless approved in writing by the employer. Long service leave must be taken in agreement with employer.