

Leave and Absence Policy – General and Miscellaneous

Effective 1 April 2026

This document provides detailed information on the following categories of leave.

Specific Policy	Last Reviewed
Annual Leave	November 2023
Compassionate Leave	May 2022
Blood Bank Leave	May 2022
Community Services Leave	May 2022
Jury Service Leave	May 2022
Study Leave	May 2022
Time In Lieu Leave	May 2022
Leave Without Pay	May 2022

Scope

This policy applies to all employees and will be applied in conjunction with the leave procedure.

General Leave Policy

All planned leave has to be mutually agreed, and take into account workloads, and the employee's needs. Leave must be approved in advance, except when the employee cannot anticipate the absence.

Annual Leave Policy

DATE LAST REVIEWED: November 2023

Entitlement

Permanent full-time employees are entitled to Annual Leave at the rate of 20 working days per 12 months of continuous service, which may be taken in one or more periods of leave, by agreement with the Company.

Permanent part-time employees are entitled to Annual Leave on a basis proportional to the full-time equivalent, which may be taken in one or more periods of leave by agreement with the Company.

Casual employees are not entitled to Annual Leave.

The key purpose of Annual Leave is to enable employees to take appropriate periods of rest and recreation to ensure an appropriate balance of work commitments and other life priorities.

Accrual of Annual Leave

An employee's entitlement to paid annual leave accrues progressively during a year of service, according to the employee's ordinary hours of work, and accumulates from year to year.

Eligibility

Employees can take paid Annual Leave when:

- the employer has authorised the leave
- the employee's leave balance equals at least the amount of leave requested.

An employee is not entitled to take paid Annual Leave that has not been accrued.

Requesting Annual Leave

Employees may request and take Annual Leave at any time with the approval of their Team Leader, Manager or Manager's Manager. To request Annual Leave, an employee must submit an online application for approval via the Payroll Self Service platform.

A request for Annual Leave will be subject to agreement as to when it is convenient for the requested leave to be taken. Ultradata will take operational requirements into account when deciding to approve requests for Annual Leave. This is to ensure that adequate staffing is maintained and effective client service is provided. The same decision-making process will apply to requests for Annual Leave coinciding with public holidays and weekends.

Approval of requests for Annual Leave should not be assumed to be automatic. Holidays should not be booked before approval is granted.

The following minimum periods of advance notice are required for requesting Annual Leave. Employees should forward plan accordingly:

Days of Leave Being Requested	Notice Required
5 days or less	By agreement
6 days to 20 days	1 month
> 20 days	3 months

Ultradata will not unreasonably refuse to authorise requested Annual Leave, as long as the above notice periods are observed. Nor will Ultradata unreasonably rescind an authorisation.

Accumulation and Scheduling of Annual Leave

Employees are encouraged to use all accumulated Annual Leave each year and not accrue annual leave balances that become significantly greater than 20 days.

Where an individual annual leave balance starts to exceed 20 days, the manager should immediately initiate a discussion with the employee to agree a plan for a period of annual leave over the next quarter that, at the least, reduces the balance down to 20 days, and ideally a figure lower than that - recognising, as time elapses, that further annual leave entitlements accrue.

Where an employee has accumulated greater than 30 days of leave and fails to schedule annual leave time with their Manager, after being requested to do so, Ultradata may schedule 'compulsory annual leave' with the employee, as long as it provides four weeks' notice, or otherwise agrees a shorter period of notice with the employee.

Employees should discuss arrangements that would represent exceptions to the above with their manager, who should, in turn, consult with the relevant Leadership Team member.

Ultradata may also schedule a period of annual leave if there is an enforced shut down period – e.g., over the Christmas New Year period, when the office closes, or in the event of a Disaster/Office Recovery Phase situation. Where Ultradata initiates such 'compulsory' scheduling of Annual Leave, it will provide, where possible, at least four weeks advance notice.

Public Holidays on Annual Leave

Where a Public Holiday falls during the period approved for Annual Leave, the day(s) affected are regarded as Public Holiday(s) and are not debited against the Annual Leave entitlement of the employee.

Personal (Sick) Leave on Annual Leave

Where an employee is sick whilst on Annual Leave, Sick Leave will be authorised in-lieu of the Annual Leave upon provision of a medical certificate specifying the actual dates that the employee was sick, regardless of the period of Sick Leave being requested. The Annual Leave days will be re-credited to the employee's Annual Leave balance.

Where an employee has been granted Sick Leave in-lieu of Annual Leave which was previously approved, and where annual leave loading was also paid to the employee, the annual leave loading component applicable to the days recognised as Sick Leave will be recouped from the employee in the next monthly payroll.

Annual Leave in Advance

By exception, Ultradata may approve an employee application for Annual Leave which is 'in advance' of entitlement (e.g., the employee has expended their accumulated accrual or they have requested a period of Annual Leave in excess of their accumulated total). These requests must be discussed with your manager, then formally submitted through the completion of a paper-based annual leave application form. The Manager will then make a recommendation to the applicable member of the Ultradata Leadership Team. To ensure a fair and consistent approach to these 'exception' scenarios, a final decision will be made by any one of the CEO, COO or CBO.

In the event that Annual Leave in Advance is approved, as per above, the employee may not request a further period of Annual Leave until such stage that the approved 'Leave in Advance' has been fully covered by subsequent annual leave accrual. Where an employee resigns or their employment is terminated before the compensatory Annual Leave in Advance is 'made up', Ultradata will reconcile the overpayment and recover the advance from the employee's final payment.

Payment of Annual Leave

Payment of Annual Leave is calculated on base salary (including any salary sacrifice components) only.

Ultradata currently pays 17.5% Leave Loading on Annual Leave days taken. Ultradata reserves the right to withdraw this additional benefit in the future.

Cashing out Paid Annual Leave

Ultradata may agree to an employee cashing out a portion of their accumulated Annual Leave, as long as the balance, after the cashing out, is no less than 20 days. All requests need to be made in writing by completing an Application for Cashing out Annual Leave Form (found in the ULTRADATA templates in Microsoft Word or click on attachment) and must have Manager and CEO, CBO or COO approval.

Leave Loading will not be paid on Annual Leave that is requested and approved to be cashed out.

Termination of Employment

Accrued Annual Leave that has not been used will be paid as part of the final termination payment, subject to the recovery of any advance on Annual Leave that may be outstanding. Annual Leave will be paid at the employee's final rate of pay within a month or no later than the next pay run after the last day of employment.

Compassionate Leave Policy

Entitlement

All Permanent Full-Time and Permanent Part-Time employees are entitled to Compassionate Leave.

Eligibility

An employee is eligible to take up to two (2) days paid leave on each occasion a member of the employee's immediate family, or a member of the employee's household:

1. dies;
2. contracts or develops a personal illness that poses a serious threat to their life; or
3. sustains a personal injury that poses a serious threat to their life.

The term 'immediate family' includes:

- The employee's partner (meaning the employee's husband, wife, de facto partner); and
- The employee's children, parents, grandparents, brothers, sisters, grandchildren, brothers-in-law, sisters-in-law and parents-in-law.

Taking Compassionate Leave

Compassionate leave is a fixed entitlement per occasion and is not restricted to an annual maximum. It is not cumulative. An employee may take compassionate leave for a particular permissible occasion as:

1. a single continuous 2 day period; or
2. 2 separate periods of 1 days; or

3. any separate periods to which Ultradata agrees with the employee.

Notification of Compassionate Leave

It is in the interests of both the employee and the Company that the circumstances requiring Compassionate Leave are advised as soon as possible.

A telephone call to the employee's Manager, Team Leader or People & Culture would be sufficient. If an employee requires Compassionate Leave once they have started work for the day, they must notify their Manager or Team Leader as soon as possible before absenting themselves. If their Manager or Team Leader is not available, and they reside in an interstate office then they must notify the Office Leader, otherwise they should notify the People & Culture Team.

Immediately following a return to work from Compassionate Leave an employee must submit an online application for this type of leave to their Team Leader and/or Manager for approval.

Evidence may be requested from the employee, however, in most cases the Company will not insist upon production of evidence. Suitable evidence, when requested, would be provided by a death notice or a statutory declaration.

Compassionate Leave with other Leave

If an employee is on Annual Leave or Long Service Leave when a situation occurs which would otherwise entitle them to Compassionate Leave, then the period of other leave is not recredited (i.e. the Compassionate Leave may not be claimed), except where such a situation occurs:

- Immediately prior to Annual Leave or Long Service Leave, where the employee may take their prescribed period of Compassionate Leave up to the scheduled start of the Annual Leave,

or

- At the end of Annual Leave or Long Service Leave where the prescribed period of Compassionate Leave from the date of the situation may exceed the scheduled completion date of the Annual Leave.

Extended Compassionate Leave

Where the requirement exists for an employee to request Compassionate Leave beyond the prescribed period, then the employee may apply for either Annual Leave, Long Service Leave (if applicable), or Leave Without Pay. Ultradata may also, at the discretion of the CEO or COO or CBO after consultation with the employee's Manager, approve an additional period of Compassionate Leave.

Blood Bank Leave Policy

Employees who donate blood are granted leave to do so. Approval from your Manager or Team Leader must be sought prior to attending the Blood Bank.

Community Service Leave Policy

Ultradata supports employees who are active members of the Defence Force Reserve or a voluntary emergency management activity such as CFA. The employee must be a member of a recognised emergency management body. The body must request the employee to engage in the activity. Employees should notify their Manager if they are involved in these organizations.

All applications for leave need to be approved by the Manager prior to leave being taken, and should provide notification of the expected period of absence as soon as practicable. Unpaid leave for full time voluntary

service may be granted as an addition to annual leave but only for a reasonable period. Ultradata reserves the right to require the employee to provide reasonable evidence that the absence from work is because the employee is engaging in an eligible community service activity.

Jury Service Leave

From time to time employees are called upon to attend compulsory jury service. Employees must inform their Manager or Team Leader as soon as they are notified that their attendance is required. Ultradata, in some instances, may choose to submit a request for exemption if attendance is seen to conflict with client demands.

If this leave proceeds employees are required to apply for leave of absence for jury service through Payroll Self Service. When the jury service occurs in broken periods, a leave application must be completed for each period of absence. When the absence is a continuous period only one leave application is required.

Employees must present all documentation detailing attendance and jury fees to their Team Leader and/or Manager to forward onto Payroll. Any fees paid directly to employees must be forwarded to Ultradata via direct account debit, cheque or deducted from the employee's next pay. This excludes monies received as compensation for excess travelling or meal costs. Employees are entitled to remain on normal pay throughout their jury service, provided that the required documents from the relevant authorities have been provided.

Please see Payroll should you require further information.

Study Leave Policy

Ultradata seeks to assist its employees in their professional development. Employees should notify their manager that they are currently enrolling or studying a course. Exam and study leave maybe approved on a case-by-case basis, if the study is considered beneficial to an employee's employment.

Employees need to confer and seek approval from management in regards to this leave by submitting a manual application for leave form. The maximum leave allowable for an approved course is 2 days per calendar year.

Time in Lieu Policy

Time in lieu is not the norm and applies by exception only. Approval must be sought and granted by management prior to additional work commencing. Approval will be required by the CEO, COO or CRO after consultation with your Manager, by submitting a manual application for leave form. Individual circumstances will determine the allocation of time in lieu but generally; it is not on the basis of 1:1.

Leave Without Pay Policy

Leave without pay may be granted by Ultradata on a case-by-case basis, through the submission of a manual Application for Leave Form. Leave without pay is not an automatic entitlement. Approval will be required by the CEO, upon the recommendation of the applicable Chief Officer, after consultation with the employee's Manager or Team Leader. An employee needs to provide a rationale for such an application to be considered. Annual Leave, Personal/Carer's Leave and Long Service Leave entitlements will not accrue for any period an employee is on leave without pay.