

Personal/Sick/Carer's Leave Policy (Australia)

POLICY REVIEW DATE: 1 May 2026

Entitlement

Amount of leave

For each year of service, a full-time employee is entitled to 10 days of Paid Personal/Sick/ Carer's Leave.

Part Time employees will accrue this category of leave on a pro-rata basis.

Accrual of leave

An employee's entitlement to Paid Personal/Sick/Carer's Leave accrues progressively during a year of service according to the employee's ordinary hours of work, and accumulates from year to year.

Taking paid Personal/ Sick/ Carer's Leave

An employee may take Paid Personal/Sick/Carer's Leave if the leave is taken:

- because the employee is not fit for work because of a personal illness or injury; or
- to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - a personal illness, or personal injury, affecting the member;
or
 - an unexpected emergency affecting the member.

The term 'immediate family' includes:

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

All employees (including casuals) may also request two (2) additional days per year unpaid Carer's Leave if required. Unpaid Carer's Leave is not cumulative.

Exclusions:

Employees are not eligible to use Personal/Sick/ Carer's Leave in the following scenarios:

- Medical check-ups and attendance at doctor's surgeries/hospital for non-incapacitating illnesses;
- Long term illnesses that require treatment but do not incapacitate the employee;
- Routine checks/preventative care (either medical or dental) except where such treatment has an incapacitating effect and where the employee can provide a supporting medical or dental certificate.

Managers may however make mutually agreed arrangements with employees to allow them to attend such health care appointments, where it is agreed in advance that the employee will make up the absent time during the normal working week.

Being sick during the following authorised periods of absence does not entitle an employee to claim Personal (Sick) Leave:

- Compassionate Leave,
- Jury Service, and
- any period of unpaid leave.

Unpaid Carer's leave

An employee is entitled to 2 days of unpaid Carer's leave for a particular permissible occasion if the leave is taken to provide care or support to an employee's immediate family or a member of the employee's household. An employee cannot take unpaid Carer's leave during a particular period if the employee could instead take Paid Personal/Carer's Leave.

Notifying absence on Personal (Sick) Leave (including Carer's Leave)

Employees who are unable to report to work due to personal or family illness, must contact their Manager or Team Leader as soon as possible at the start of their working day and continue to update them on a daily basis if absent for more than one day. If you are not able to speak to your Manager or Team Leader directly please leave them a detailed voicemail message (i.e. reason for absence and work activities or scheduled meetings) and inform Reception. In interstate offices it would be appropriate to notify the Office Leader or Chief Officer.

Leaving a message with a work colleague is not accepted as notification of absence.

If an employee becomes sick at work during the day, they must notify their Manager or Team Leader as soon as possible before absencing themselves on Personal/ Sick Leave. If the Manager or Team Leader is not available, and they work in an interstate office, they should notify the Office Leader, People & Culture or Reception.

Immediately following a return to work from either Personal/Sick/Carer's Leave an employee must submit an online application for this category of leave through the Payroll Employee Self Service.

Medical Evidence

Where absence on Personal/Sick/ Carer's Leave requires a medical certificate under the terms of this policy, the medical certificate, signed by a registered health practitioner must be submitted with the Application for Leave.

Medical certificates should state:

- the medical practitioner's name and qualification;
- a statement that the employee was not fit for work on the day/s specified; • description of the illness in general terms; and
- the expected duration of the absence.

Where an employee has a pattern of recurring absence on Personal (Sick) Leave or Carer's Leave, or a high frequency of single day absences, or on any occasion where the personal/sick/carers leave is on a Monday, Friday, or immediately adjacent to a public holiday (*in the latter case, refer below*) Ultradata requires that a medical certificate be produced for this absence.

An employee who has not complied with the notice and medical evidence requirements is not entitled to take the leave. Failure to produce appropriate evidence to support absence due to personal or carer's leave may result in disciplinary action.

Sickness on a Public Holiday

Where a Public Holiday occurs during a period of Personal (Sick) Leave, the day will be paid as a Public Holiday, not as a day of Personal (Sick) Leave, even where the employee has notified the Company that the Personal (Sick) Leave will extend past the Public Holiday and the medical certificate covers period including the date of the Public Holiday.

Sickness on the working day adjacent to a Public Holiday

Where an employee requests Sick Leave on a working day adjacent to a Public Holiday they will be required to provide a medical certificate, regardless of the period of absence. This therefore includes:

1. The Friday immediately before a Monday Public Holiday;
2. The Monday immediately following a Friday Public Holiday;
3. The day after a Monday Public Holiday;
4. The day before a Friday Public Holiday;
5. The Friday immediately following a Thursday Public Holiday;
6. The Monday immediately before a Tuesday Public Holiday, and
7. A working day either side of a Public Holiday mid-week.

Sickness on Annual Leave

Where an employee is sick whilst on Annual Leave, Personal (Sick Leave) will be authorised in-lieu of Annual Leave upon provision of a medical certificate specifying the actual Personal (Sick) Leave days, regardless of the period of absence. The Annual Leave days will be re-credited accordingly. Where an employee has been granted Personal (Sick) Leave in-lieu of Annual Leave which was previously approved where leave loading may have been paid to the employee, the leave loading component will be recouped from the employee in the next monthly payroll.

The employee must present the medical certificate within two (2) days of returning to work from Annual Leave.

Sickness on Long Service Leave

Where an employee is sick whilst on Long Service Leave, and the period of illness is five (5) days or more in duration, Personal (Sick) Leave will be authorised in-lieu of the Long Service Leave upon

provision of a medical certificate specifying the actual Sick Leave days. The Long Service Leave days covered by this certificate will be credited back to the employee's Long Service Leave balance.

The employee must present a medical certificate within two (2) days of returning from Long Service Leave. The certificate must specify that the employee was sick for at least five (5) consecutive days and that, if available for work, the employee would have been too ill for work.

Sickness during the Notice Period Following Resignation

Where an employee has submitted their resignation and subsequently requests Personal (Sick) Leave (including Carer's Leave) they will be required to provide a medical certificate, regardless of the days taken and period of absence.

Personal (Sick) Leave Expended

Ultradata may approve, on a case by case basis, an application by an employee for Personal/Sick/Carer's Leave which is 'in advance' of entitlement (i.e. where they may have otherwise expended their current accumulated accrual) and where a specific request with a clear explanation for the special request has been made to the relevant Chief Officer.

However, as a standard policy, employees may not exceed a zero balance unless specifically authorised by the Managing Director.

Any negative balances that exceed the zero-balance threshold will automatically be deducted as unpaid leave unless an employee completes an Application for Leave Form, approved by their Manager that instructs payroll to deduct it from accrued *Annual Leave*. Ultradata does not typically advocate the use of annual leave to offset a negative Personal/Sick/ Carer's leave balance, but respects individual circumstances and choice on a case by case basis.

If an employee resigns or their employment is terminated before the Personal/Sick/Carers Leave 'in advance' is accrued, Ultradata will reconcile the overpayment and recover the advance from the employee's final termination payment.

Termination of Employment

Accrued Personal/Sick/Carers Leave that has not been used is not paid out at the time of resignation or termination.